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- I. Meeting Called to Order**
 - II. Pledge of Allegiance to the Flag**
 - III. Public Comments**
 - IV. Board Meeting Minutes** (BOARD ACTION)
 - V. Board Student Representative- Taryn Bjorling**
 - VI. President's Comments**
 - VII. Superintendent's Report**
 - VIII. November 2023 Warrant Review (Mrs. Miller and Mrs. Personale)** (BOARD ACTION)
 - IX. 2023 Capital Outlay Project** (BOARD ACTION)
 - X. Consensus Agenda** (BOARD ACTION)

Business

1. Treasurer's Report
2. Budget Status Report
3. Revenue Status Report
4. Canon of Literature- *Final Approval*
5. Course Name Change- *Initial Approval*
6. Textbook Adoption- *Initial Approval*
7. Audit
8. Budget Transfer
9. Athletic Trips- Initial Approval
10. Athletic Trip- Final Approval
11. Athletic Trip- Initial and Final Approval
12. Attend Canandaigua Schools
13. Professional Services Agreement
14. Agreement
15. Student Teacher Placement
16. New Scholarship
17. Change Order
18. New Club
19. Tutoring Rates
20. Spring Field Experience
21. Robotic Volunteers/ Mentors
22. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- XI. Board Committee Reports**
 - Audit Committee- Dr. Jen Schneider- December 8, 2023
- XII. District Committee Reports**
 - Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- November 15, 2023
 - Safety / Health / Security Committee- Mr. John Polimeni- November 16, 2023
- XIII. 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. State Contract

Approval of a state contract to purchase wireless locksets- New York State Contract in the amount of \$130,242.49.

End of Consensus Agenda



I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. 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 no sooner than the week prior to the meeting and no later than 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.

All visitors are required to leave the building and district property immediately upon adjournment of the meeting.

IV. Board Meeting Minutes

(BOARD ACTION)

- November 13, 2023- Regular Meeting Minutes

V. Board Student Representative- Taryn Bjorling

VI. President's Comments

- Remarks
- Correspondence

VII. Superintendent's Report

- Joseph Shields, Esq., Ferrara Fiorenza P.C.
- Remarks
- Correspondence
- Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)

VIII. November 2023 Warrant Review (Mrs. Miller and Mrs. Personale)

(BOARD ACTION)

- A-49 General 18026-18035 (In House)
- A-50 General 9009461-9009497 (ACH)
- A-51 General 18036-18105 (Check Print)
- A-54 General 18106-18140 (In House)
- A-55 General 18141-18166 (Check Print)
- A-56 General 90009498-9009561 (ACH)
- C-10 Cafeteria 2925-2938
- C-11 Cafeteria 2939-2954
- F-20 Federal 9000473 (ACH)
- F-21 Federal 929 (Check Print)
- F-22 Federal 930-932 (In House)
- F-23 Federal 9000474-9000476 (ACH)
- F-24 Federal 933-935 (Check Print)
- H-17 Capital 646-647 (Check Print)



H-19 Capital 9000220-9000221 (ACH)
H-20 Capital 648-651 (Check Print)

IX. 2023 Capital Outlay Project

(BOARD ACTION)

Based on review and a meeting, LaBella Associates, D.P.C. review of bids for the Canandaigua 2023 Capital Outlay Project. Opening of bids was held on November 7, 2023:

Contractor: Nairy Mechanical
Base Bid: \$124,700

The Assistant Superintendent for Personnel and Support Services recommends that the Board of Education award the contract for 2022 Capital Outlay project as follows:

Contract: Nairy Mechanical \$124,700

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

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

X. 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 October 1, 2023 - October 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, 2023 – October 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, 2023- October 31, 2023. Additional information is included as an attachment and is filed.

4. Canon of Literature- Final Approval

Ninth grade is requesting the following addition be made to our Canon of Literature and were approved by Council of Instructional Excellence on November 8, 2023.

- *The House on Mango Street* by Sandra Cisneros to the Canon of Literature.



5. Course Name Change- *Initial Approval*

At the November CIE meeting, the Council reviewed and approved the following course name change request. A thorough review occurred through the department, the building principal, and finally the CIE as directed in the District Curriculum Procedures Manual.

- Cabinet Making change to Advanced Woodworking

6. Textbook Adoption- *Initial Approval*

At the November CIE meeting, the Council reviewed and approved the following textbook addition. A thorough review occurred through the department, the building principal, and finally the CIE as directed in the District Curriculum Procedures Manual.

- English 102 Gemini

7. Audit

Approval of the Single Audit Report, Extraclassroom Audit Report, and Corrective Action Plan for the Year Ended June 30, 2023.

8. Budget Transfer

The below budget transfer is over \$20,000 and requires Board approval. This is related to additional special education private placements.

From: A2250.490-00-0000	Special Programs BOCES Services	\$65,000
To: A2250.470-00-PRVT	Special Programs Tuition Private School	\$65,000

9. Athletic Trips- *Initial Approval*

Mrs. Caroline Chapman, Athletic Director, is requesting initial approval of the below field trips:

- Varsity Baseball, Orlando, FL- April 1-5, 2024
- Varsity Softball, Orlando, FL- April 1-5, 2024

10. Athletic Trip- *Final Approval*

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

- Girls Basketball, Amsterdam, NY- December 26-28, 2023 (*initial November 13, 2023*)

11. Athletic Trip- *Initial and Final Approval*

Mrs. Caroline Chapman is requesting initial and final approval of the below field trip:

- Wrestling, Oswego State University, Oswego, NY- December 29-30, 2023

12. Attend Canandaigua Schools

Dr. Byungmoon Cho, Academy Science Teacher, is requesting approval for his daughter, Claire Cho, to attend Canandaigua Schools in sixth grade immediately upon Board of Education approval.

Ms. Erin Landcastle, Middle School Math Teacher, is requesting approval for her son, Jaxson Landcastle to continue attending school, currently in the first grade.

13. Professional Services Agreement

A contract with Kimberly Gingrich for bilingual psychoeducational evaluations as needed at a cost of \$1,800 per evaluation.



14. Agreement

An agreement with the County of Ontario, on behalf of the Board of Elections, to provide voting machines, all equipment and supplies necessary to conduct the May 21, 2024 school budget vote.

15. Student Teacher Placement

Mr. Brian Amesbury, Elementary School Principal, recommends the following:

- Anna Guinan, Nazareth University with Jenna Bonvell- January 22, 2024-April 26, 2024

16. New Scholarship

Mrs. Marissa Logue, Academy Principal, is requesting approval for a new scholarship; **John LaFave Memorial Scholarship**. This scholarship in the amount of \$500 will be given to a graduating senior of high moral character that plans on pursuing further studies in a vocational or public service field.

17. Change Order

A change order for the 2020 CIP Phase 2 (CB-105) in the amount of \$54,026.

18. New Club

Mrs. Marissa Logue is requesting a new club; **Athletes Council**. The club will promote good sportsmanship and engage students in athletics. The club will work with the athletic department to discuss student issues, sportsmanship, mental health concerns, and more. Proposed activities, alumni guest speakers, recruiting and marketing, time management, self-care, and community service. The unpaid advisor is Mrs. Caroline Chapman and Mr. Dan Fonda (class of 2015).

19. Tutoring Rates

Approval of the below tutoring rates for anyone that tutors for the district that is not a member of the Canandaigua Teachers' Association:

- Certified Teacher = \$34/hour
- Non-Certified = \$25/hour

20. Spring Field Experience

Mrs. Marissa Logue recommends the following

- Marin Montagne, Hobart William Smith with Adam Stoler- January 22, 2024-May 3, 2024

21. Robotic Volunteers/ Mentors

Mr. Dan Bowman, Director of Technology, is requesting approval for Middle School and Academy Robotics Team volunteers/ mentors: Marcy Levy, David Russell, Craig Perrin, Andy Levy, Ben Perrin, Ben Baxter, Brian Snyder, David Talbot, Mike Crudele, Justin Bisson, Nancy Gingold, Melanie Bowman, and Ryan Seeber

22. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of September 13, 2023; October 25, 2023; October 31, 2023; November 2, 2023; November 3, 2023; November 7, 2023; November 8, 2023; November 9, 2023; November 13, 2023; November 14, 2023; November 15, 2023; November 16, 2023; November 17, 2023; November 21, 2023; November 27 2023; and November 28, 2023



Personnel

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Donovan Smith, Jr.	School Bus Driver	12/31/2023	33
Jodi Uhrig	School Bus Driver	01/17/2024	28

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Mary Bradford	Registered Nurse	Resignation	11/30/2023
Tammy Brace	Head Bus Driver	Resignation	2/5/2024
Marcia Jewell	Registered Nurse	Resignation	1/3/2024
Jacqueline Jantzen	School Monitor	Resignation	12/22/2023

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Mary Bradford	Substitute Registered Nurse	12/4/2023	\$26.13/hr.
Felicia Rodas	Substitute Teacher Aide	11/15/2023	\$15.00/hr.
Brian LaBerge	Substitute School Bus Driver	11/15/2023	\$19.00/hr.
Donovan Smith, Jr.	Substitute School Bus Driver	1/3/2024	\$19.00/hr.
Shantelle Luety	Teacher Aide	12/4/2023	\$15.05/hr.
Cele Munn	Substitute Registered Nurse	11/28/2023	\$32.16/hr.
Brooke Bowman	Student Helper, IT Department	12/13/2023	\$16.00/hr.
Lauren Nevil	Teacher Aide	12/13/2023	\$15.05/hr.
Heidi Lead	Teacher Aide	1/3/2024	\$15.05/hr.

2. Instructional Personnel

A. Resignation

- 1) Ashley Carpenter, Long-Term Substitute Grade 4 Teacher, has resigned from the District effective November 17, 2023.

B. Leave of Absence

- 1) Jean Phillips, Special Education Teacher at the Primary School has requested a leave of absence from April 22, 2024 through June 21, 2024.



C. Appointments

1) 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>
Scott Schauman	English Teacher	Middle School	11/16/2023-12/15/2023
Jennifer Bay	Grade 4 Teacher	Elementary School	11/21/2023-1/12/2024
Kaya Lani Panneitz	Grade 1 Teacher	Primary School	1/17/2024-4/10/2024

2) Certified Substitute Teachers

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.

Chase Boggs

3) Non-Certified Substitute Teachers

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

LaRen Blakesley
 Leo Garrison
 Sian MacKenzie
 Micah Bennett
 Abigail Payne
 Josh Dake
 Emma VanGorder
 Lindsay Betts
 Aspen Moriarty
 Hannah Nyhan

4) Tutor

The following individual is recommended to a Tutor position at the contractual rate.

Carrie McKeegan

5) New Compensated Club

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

Middle School Builders Club

6) Co-Curricular Positions 2023 – 2024 School Year

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

Maureen Loeffler (.5 FTE) – Middle School Builders Club
 Kim Connal (.5 FTE) – Middle School Builders Club



7) Winter Sports Coach 2023-2024 School Year

The following individual is recommended to a Winter Coach position at rates in accordance with CTA contract:

Zach Gisleson – Strength and Conditioning

End of Consensus Agenda

XI. Board Committee Reports

- **Audit Committee- Dr. Jen Schneider- December 8, 2023**

XII. 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- November 15, 2023**
- **Safety / Health / Security Committee- Mr. John Polimeni- November 16, 2023**

XIII. Upcoming Events

- December 12- MS Band Concert
- December 13- Policy Committee
- December 13- 5th Grade Band and Orchestra Concert
- December 19- CA PRISM Concert
- December 25-January 2, 2024- Holiday Recess
- January 8- Board of Education Meeting
- January 11- CA Jazz Choir Pop Night
- January 16- Martin Luther King, Jr. Day
- January 17- Combined Band and Orchestra Concert
- January 23- Fall Elementary Concert
- January 24- 8th Grade Curriculum Night

XIV. Closing Remarks

(President, Board of Education and/or Superintendent)



The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, November 13, 2023 at 6:30 p.m. at the Middle School, President Grimm presiding.

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

BOARD MEMBERS ABSENT: Amy Calabrese, John Polimeni, Jenny Tessendorf

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

LEADERSHIP TEAM ABSENT: Matt Fitch

BOARD DISTRICT CLERK ABSENT: Deborah Sundlov

OTHERS PRESENT: On file

Pledge of Allegiance to the Flag

Mrs. Grimm led all in the Pledge of Allegiance.

Superintendent's Report

Superintendent Farr thanked all who held in the mascot selection process from planning of meetings, data collection, and reveal videos.

Board Student Representative

Taryn Bjorling reported the fall play The Outsiders was held the weekend of November 3-5, winter sports begin today, one student attending States for swimming, many orchestra and bands concerts being held the holiday season, the BBSU club will be hosting the battles of the pies later in the week, and college application season begins soon.

Board Meeting Minutes

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the October 30, 2023 Regular Board Meeting minutes.

APPROVED: MINUTES

October 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 October Warrants.

APPROVED: OCTOBER WARRANTS

- A-37 General 9009311-9009375 (ACH)
- A-38 General 17804-17889 (CCP)
- A-39 General 17789-17803 (In House)
- A-43 General 9009376-9009460 (ACH)
- A-44 General 17906-18008 (CCP)
- A-45 General 17890-17905, 18009-18025 (In House)
- A-46 General 7038269232, 12833961 (Manual)
- C-8 Cafeteria 2894-2909
- C-9 Cafeteria 2910-2924
- F-17 Federal 9000467-9000468 (ACH)
- F-18 Federal 9000469-9000472 (ACH)



F-19 Federal 925-928 (CCP)
H-13 Capital 637 (CCP0)
H-14 Capital 9000216-9000217 (ACH)
H-15 Capital 9000218-9000219 (ACH)
H-16 Capital 638-645 (CCP)

Consensus Agenda

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

APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDAS

Business

1. Treasurer's Report

the Treasurer's Report for the Period of September 1, 2023 - September 30, 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, 2023 - September 30, 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, 2023- September 30, 2023. Additional information is included as an attachment and is filed.

4. Canon of Literature- *Initial Approval*

Ninth grade is requesting the following addition be made to our Canon of Literature and were approved by Council of Instructional Excellence on November 8, 2023.

- *The House on Mango Street* by Sandra Cisneros to the Canon of Literature.

5. Athletic Trips- *Initial Approval*

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

- Girls Basketball, Amsterdam, NY, December 26-28, 2023

6. Field Trip- *Initial Approval*

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

- DECA State Conference- Rochester, NY, March 6-8, 2024

7. State Contract

of a state contract purchase for the Middle School Corridor flooring- New York State Contract PC69408 Rev#1 in the amount of \$95,608.

8. Spring Student Teacher Placement

the request of Mrs. Emily Bonadonna, Primary School Principal, and Mr. Brian Amesbury, Elementary School Principal for the following:

- Corinn Cincotta, SUNY Fredonia with Laura Corey- January 3, 2024-March 8, 2024
- Emily Nolan, SUNY Geneseo with Holly Thomas- January 23, 2024-March 15 2024
- Linda Stockman, Hobart William Smith with Kaylee Rose- January 24, 2024-March 15, 2024



- Linda Stockman, Hobart William Smith with Carly Camp- March 18, 2024-May 10, 2024

the request of Mr. John Arthur, Middle School Principal for the following:

- Kristin Moshier, SUNY Geneseo with Kristina Henry- March 21, 2024-May 10, 2024
- Benjamin Lake, SUNY Fredonia with Phillip Thomas-March 18, 2024-May 16, 2024

the request of Mrs. Marissa Logue, Academy Principal for the following:

- Benjamin Lake, SUNY Fredonia with James French-January 22, 2024-March 15, 2024

9. Spring Field Experience (120 Hours)

the request of Mrs. Emily Bonadonna, Primary School Principal, and Mr. Brian Amesbury, Elementary School Principal for the following:

- Jessica Avery, Keuka College with Stephanie Elmer-Scott- December 18, 2023-January 13, 2024

10. Spring Field Experience (40 Hours)

the request of Mrs. Emily Bonadonna, Primary School Principal, and Mr. Brian Amesbury, Elementary School Principal for the following:

- Emma Tucker, Hobart William Smith with Alyssa Zacharias- January 22, 2024-May 3, 2024
- Meghan Walsh, Hobart William Smith with Haley Bickel- January 22, 2024-May 3, 2024

the request of Mr. John Arthur, Middle School Principal for the following:

- Maria Galarza Pedraza, Hobart William Smith with Jennifer McDonald- January 22, 2024-May 3, 2024
- Derrick Abnoos, Hobart William Smith with Krista Rodzinka- January 22, 2024-May 3, 2024

the request of Mrs. Marissa Logue, Academy Principal for the following:

- Abigail Sherwood, Hobart William Smith with Josh Mull- January 22, 2024-May 3, 2024

11. Surplus Items

for the below items to be declared as surplus and sold at an upcoming auction.

- | | |
|--|---------------------------------------|
| 2 Homelite snowblowers | 1 Shelley glass hot line |
| 1 Jacobsen seeder Control tag #000014 | 1 Wood desk |
| 1 Stadium vac | 27 Music stands |
| 1 Rota Darien roller | 3 Portable white boards |
| 1 Befco tiller | 15 File cabinets |
| 1 Pioneer walk behind painter | 3 Wood carts |
| 2 Ingersol Rand compressors | 6 Triangle desks |
| 6 roles old fencing | 3 Teacher desks |
| 1 New Holland backhoe | 18 Wood cabinets |
| 41 Tables | 2 Boxes of kitchen utensils |
| 6 AV carts | 75 Student desks |
| 1 Hot dog cooker Control tag #000669 | 10 Miscellaneous music equipment |
| 50 chairs | 20 Grey and red mats |
| 1 Hot line Control tag# 001567 | 1 old sander |
| 1 Cold line Control tag# 00689 | 1 Gas range Control tag #003101 |
| 1 Hot line Control tag# 000683 | 1 Kettle Control tag #002656 |
| 1 Delfield cold line Control tag #002476 | 1 Rockwell planer Control tag #000783 |
| 1 Servo lift hot line | 1 Servo lift cold line |
| Athletic department property | |

12. Athletic Volunteers

the request of Mrs. Caroline Chapman, Athletic Director for Eric Mann to be a volunteer bowling coach.



13. Agreements

for payment to Andy Thomas to create a video for the district.

an agreement with Clinical Associates of the Finger Lakes for special education services per a student(s) IEP from November 13, 2023-June 28, 2024.

14. Recommendations of the Committee on Special Education

recommendations of the Committee on Special Education meeting dates of: October 1, 2023; October 11, 2023; October 16, 2023; October 17, 2023; October 19, 2023; October 24, 2023; October 25, 2023; October 26, 2023; October 30, 2023; November 1, 2023; November 2, 2023; and November 6, 2023

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Bryce Raeman	School Monitor	Resignation	10/30/2023
Kevin Clark	School Bus Driver	Resignation	11/5/2023
Timothy Delprioro	Teacher Aide	Resignation	11/17/2023

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Noah Hullings	Substitute School Bus Driver	10/27/2023	\$19.00/hr.
William Bement	School Bus Driver Trainee	10/27/2023	\$14.20/hr.
Mark Velez	School Bus Driver	11/3/2023	\$24.66/hr.
Kevin Clark	Substitute School Bus Driver	10/27/2023	\$24.66/hr.
Karli Cronk	Substitute Lifeguard	11/8/2023	\$15.00/hr.
Shayne Cooke	Cook	12/11/2023	\$17.39/hr.
Amy Brady	Secretary 1 (Provisional)	11/27/2023	\$17.50/hr.
Maria Rangel	Substitute Food Service Helper	11/27/2023	\$15.00/hr.

2. Instructional Personnel

A. Leave of Absence

- 1) Caroline Dobies, 1st Grade Teacher, has requested a leave of absence from January 17, 2024 through April 24, 2024.

B. Appointments

1) Interim Substitute Teacher

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Aaron Mundell	Social Studies Teacher	Middle School	11/15/2023 – 1/3/2024



2) Certified Substitute Teachers

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

John Donohue

3) Non-Certified Substitute Teachers

the following individual 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.

Mikayla Owren

4) Contract Substitute Teachers

the following individual to a Contract Substitute Teacher position for the 2023 – 2024 school year at the approved rate:

Aaron Mundell – Middle School

5) Tutors

the following individual to a Tutor position at the contractual rate.

Lisa Young

6) Co-Curricular Positions 2023 – 2024 School Year

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

Nicole Kone – Middle School Team Leader: Canandaigua

7) Winter Sports Coaches 2023-2024 School Year

the following to Winter Coach positions at rates in accordance with contract:

Tom Daly – Indoor Track (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 November 3, 2023. The Committee discussed the 2024-2025 budget calendar and factors for the upcoming budget season; benefits, health insurance, retirement and state projecting budget gaps. With the Community Eligibility Provision (CEP) the district has seen an increase in breakfast and lunch.

District Committee Reports

Council for Instructional Excellence (CIE)

Dr. Jen Schneider reported on behalf of CIE which met on November 8, 2023. The Committee reviewed and approved three Grants for Excellence, an addition to the Canon of Literature, name change of the Cabinet Making course, an addition to a new course, and a Professional Development from Ms. Kris VanDuyne.



Upcoming Events

- November 13- CA Orchestra Concert
- November 15- CA Band Concert
- November 16- MS Small Ensemble
- November 22-24- Thanksgiving Holiday Break
- November 29- MS Orchestra Concert
- November 30- RPO & Academy Choirs Concert
- December 1- Audit Committee
- December 1- Early Release for UPK-5
- December 6- MS Chorus Concert
- December 7- K-5 Evening Parent-Teacher Conferences
- December 8- Early Release for UPK-5 for Parent-Teacher Conferences
- December 11- Board of Education Meeting
- December 12- MS Band Concert
- December 13- Policy Committee
- December 13- 5th Grade Band and Orchestra Concert
- December 19- CA PRISM Concert
- December 25-January 2, 2024- Holiday Recess

Adjournment

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:43 p.m. The next Regular meeting will be on December 11, 2023 at 6:30 p.m.

Respectfully submitted,

Jeanie Grimm
District Clerk Pro Tem

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

Balance Forward:	October 1, 2023	820,779.46
Receipts		
	NYS Meal Claims	11,619.00
	Cafeteria Deposits - Sent by School Café	13,513.13
	Cafeteria Deposits - Sent by D.O.	
	Account Deposits - Online	57,228.00
	Federal Meal Claims	79,305.00
	Refunds	
	Commissions	842.49
	Excess lunch deposit	
	Rebates	
	Federal Supply Chain Assistance	89,645.00
	Donation	
	Invoices	2,017.30
	Interest	2,757.48
		256,927.40
	Total Receipts	
Disbursements		
	Warrant	(113,176.88)
	Sales Tax	
	Xfer to General	
	Payroll 10/15/23	(42,775.61)
	Payroll 10/31/23	(26,150.65)
		(182,103.14)
	Total Disbursements	
Balance on Hand:	October 31, 2023	\$ 895,603.72

Bank Reconciliation

Bank Statement			
	CNB 5115	0.03%	340,292.85
	CNB Paypal	0.00%	312.00
	NYCLASS 0010		615,992.43
	Deposit in transit (Café Deposit)		278.09
	Deposit in transit (Inv 231465)		
	Outstanding Checks		(61,271.65)
	Reconciled Balance		\$ 895,603.72

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 7,483,783.95

Receipts

Receipts		
Xfer from Capital Checking CNB		
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	33,408.65	
Total Receipts	33,408.65	33,408.65

Disbursements

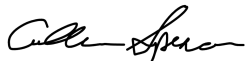
Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation	(1,082,152.50)	
Due to DS		
Total Disbursements	(1,082,152.50)	

Balance on Hand: October 31, 2023 \$ 6,435,040.10

Bank Reconciliation

Bank Statement CNB 2223 0.03%		38,940.87
Bank Statement NYCLASS		7,478,251.73
Xfer in transit (to Capital Checking)		(1,082,152.50)
Reconciled Balance		\$ 6,435,040.10

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 917,937.76

Receipts

Loan from General for Asset Preservation		
Loan from General for Bus Purchase		
Insurance Proceeds for Academy Gym Floor		
Smart Schools Bond		
Xfer from BAN Proceeds for Asset Preservation	1,082,152.50	
Xfer from General to settle interfund loans		
Refund (Terracon)		
Interest		
Total Receipts	1,082,152.50	

Disbursements

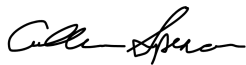
Warrant	(982,354.90)	
Xfer to Capital Savings		
Prior month correction		
Due to DS		
Due to General		
Total Disbursements	(982,354.90)	

Balance on Hand: October 31, 2023 **\$ 1,017,735.36**

Bank Reconciliation

Bank Statement	CNB 5645	
	Chase 1109	645,876.80
Deposit in Xfer		1,082,152.50
Outstanding Checks		(710,293.94)
Reconciled Balance		\$ 1,017,735.36

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 95,540.41

Receipts

PR 10/15	1,984,699.88	
PR 10/31	2,053,410.02	
Xfer for TSA contribution (ER)	2,673.50	
XFER from VEBA for funding		
Retiree Accrued benefit payouts		
ERS Adjustments	53.92	
Xfer from General Now		
OMNI Refund		
Interest	5.82	
	<hr/>	
Total Receipts		4,040,843.14

Disbursements

Warrant	(4,038,109.90)	
Sales Tax remittance		
BRI Balance due		
ERS Adjustments		
Omni TSA Contributions (ER)		
Xfer to Gen Now		
PCORI Fee		
Due to General		
	<hr/>	
Total Disbursements		(4,038,109.90)

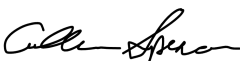
Balance on Hand: October 31, 2023 \$ 98,273.65

Bank Reconciliation

Bank Statement CNB 8615 0.03%	128,640.38
Charge in-transit (ERS)	(19,579.27)
Charge in-transit (OMNI)	
NYS Payroll tax payment in-transit	
Outstanding Checks	(10,787.46)

Reconciled Balance \$ 98,273.65

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 357,534.54

Receipts

IDEA 611	204,951.00	
IDEA 619	6,532.00	
ARP-IDEA 611	55,640.00	
Federal COVID Stimulus - CRRSA	376,207.00	
Federal COVID Stimulus - ARPA		
Summer 4408 (ESY)		
Title IA		
Title III ENL		
Title IIIA		
Title IV		
Title IIA		
UPK		
UPK - ARPA		
ARP-Homeless		

		643,330.00
--	--	------------

Disbursements

Warrant - Checks	(24,082.35)	
Warrant - ACH	(27,656.98)	
Due to General		
PR Adjustments		
XFER to Gen for Summer School 2020		
PR 10-15	(116,046.62)	
PR 10-31	(114,095.69)	

		(281,881.64)
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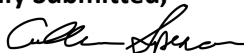
Balance on Hand: October 31, 2023 \$ 718,982.90

Bank Reconciliation

Bank Statement	Chase 1117	0.00%	743,625.25
Outstanding Checks			(24,642.35)
Deposit in transit (xfer from Gen Muni)			

		\$ 718,982.90
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Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 28,662,874.54

Receipts

STAR		
Gen Aid		
VLT	143,804.16	
Excess Cost Aid		
Nonresident Homeless Aid		
Incarcerated Youth		
Instructional Materials Aid		
Summer Sch 4408		
Retiree Health ACH		
MCD		
Ch. 47/66/721		
IB Exam Waivers		
FEMA		
Xfer from Gen Paypal	60,278.23	
Xfer from Leadership for PSAT Proctors		
Xfer from Tax Collections	11,562,617.14	
Xfer from Gen Now		
Xfer from Unemployment	472,094.43	
E-rate	9,077.00	
Chromebook sales		
Interest	72,562.71	
Total Receipts	12,320,433.67	

Disbursements

Xfer to General Now	(5,000,000.00)	
Xfer to VEBA		
Xfer to Deductions for Retiree 403B payout		
Loan to Capital for Asset Preservation		
Loan to Capital for Bus purchase		
Total Disbursements	(5,000,000.00)	

Balance on Hand: October 31, 2023 \$ 35,983,308.21

Bank Reconciliation

Bank Statement	CNB 4323	4,862,532.80
	NYCLASS 01-1165-0006	2,445,898.42
	CNB CD 9981	-
	CNB CD 7795	7,254,778.48
	CNB CD 7993	-
	CNB CD 9345	6,024,501.63
	CNB CD 9618	-
	CNB CD 0854	7,200,000.00
	CNB CD 1006	5,195,512.81
	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 from Unemployment)		84.07
In-transit (Xfer to Capital - Smart Schools)		
Reconciled Balance		<u><u>\$ 35,983,308.21</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 2,002,883.80

Receipts

Tax Collections - Net of NSF & Adjustments	
County Prior Year Taxes	
County Tax Penalty	
Medical Payroll Deductions	112,108.18
Dental Payroll Deductions	12,277.07
Invoices	117,179.88
City Prior Year Taxes	
City Tax Penalty	
PILOT	
BOCES	868,914.39
Refunds	50.00
Student Fees	160.00
Donations	
Insurance Recovery	339.22
E-rates	
Misc	316.34
Scrap	573.60
Square Chromebook sales	
Xfer from Gen Muni	5,000,000.00
Xfer from Café	
Positive Pay rejection	
Xfer from Extracurricular	284.00
Retiree Health ACH	
Xfer from Capital	
Xfer from Federal	
Interest	2,703.28
Total Receipts	6,114,905.96

Disbursements

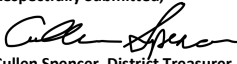
Warrant	(2,892,406.34)
Xfer to Capital	
Payroll 10/15	(1,825,877.65)
Payroll 10/31	(1,913,163.68)
Small balance adjustment	
Xfer to Extracurricular for Coffee	
Health Insurance Wire	
ERS Annual Invoice	
Xfer to VEBA	(24,035.71)
Loan to Capital for Asset Pres	
Xfer to Gen Muni	
Xfer to Deductions	(2,673.50)
BAN Principal	
BAN Interest	
H S A Fundings	(2,795.83)
Loan to Federal	
Bond Interest	
Bond Principal	
Check Print Postage	(105.04)
Total Disbursements	(6,661,057.75)

Balance on Hand: October 31, 2023 \$ 1,456,732.01

Bank Reconciliation

Bank Statement	
CNB 9172	2,462,122.61
Tax Collection 6026	25.16
Chase Lockbox 6841	236,176.61
CNB 3427	50.00
Outstanding Checks	(1,228,130.60)
Deposit in-transit (from Gen Muni)	
Charge in-transit (Extracurricular Square sales)	
Charge in-transit (Payroll HSA)	(13,511.77)

Reconciled Balance \$ 1,456,732.01

Respectfully Submitted,

Cullen Spencer, District Treasurer
12/1/2023

Reviewed by: _____

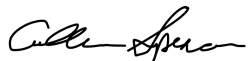
Treasurer's Report
Payroll
October 1 - October 31, 2023

Balance Forward:	October 1, 2023		11,816.87
Receipts			
	Net Payroll 10/13	1,317,471.07	
	Net Payroll 10/31	1,339,327.32	
	Xfer from Gen Now		
	ACH Return	600.86	
	Payroll adjustments	1,144.18	
	Interest	6.15	
	Total Receipts	<hr/>	2,658,549.58
Disbursements			
	Payroll Checks	(40,082.66)	
	Payroll Dir Dep 10/13	(1,303,265.85)	
	Payroll Dir Dep 10/31	(1,315,294.92)	
	Adj for negative PR checks		
	Xfer to General Now		
	Total Disbursements	<hr/>	(2,658,643.43)
Balance on Hand:	October 31, 2023		<hr/> \$ 11,723.02 <hr/>

Bank Reconciliation

Bank Statement	CNB 7815	0.03%	37,849.27
Outstanding Checks			(26,126.25)
Deposit in transit - Stop payment fee refund			
Small balance adj			
	Reconciled Balance		<hr/> \$ 11,723.02 <hr/>

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 380,385.16

Receipts

Dividends		
Academy Trust		
Sara Shenkman		
Donations/Contributions		
Investment Results		
Stale-Dated Check write-offs		
Interest	0.30	
Total Receipts	0.30	0.30

Disbursements


Warrant		
Xfer to Extracurricular		
Investment Results		
Due to Extra Curricular		
Total Disbursements		-

Balance on Hand: October 31, 2023 \$ 380,385.46

Bank Reconciliation

Bank Statement CNB Invest		369,713.15
Bank Statement CNB 6516		11,522.31
Less Outstanding Checks		(850.00)
Charges in-transit (To Leadership for SS donation)		
Reconciled Balance		<u><u>\$ 380,385.46</u></u>

Respectfully Submitted,


Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

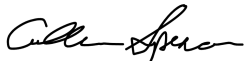
Treasurer's Report
Unemployment Reserve
October 1 - October 31, 2023

Balance Forward:	October 1, 2023	472,094.43
Receipts		
	Interest Earnings on CD	
	Xfer from General	
	Interest	
	Total Receipts	-
Disbursements		
	Xfer to general for account closeout	(472,094.43)
	Total Disbursements	(472,094.43)
Balance on Hand:	October 31, 2023	<u><u>\$ -</u></u>

Bank Reconciliation

Bank Statement	CNB 5716	
Bank Statement	CD 7719	-
Xfer in-transit to Gen Muni		(84.07)
	Reconciled Balance	<u><u>\$ -</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

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

Balance Forward: October 1, 2023 420,937.56
Receipts

Veba funding from General	24,035.71	
Interest Earnings on CD		
Due from General		
Interest	1,833.01	
Total Receipts	1,833.01	25,868.72

Disbursements

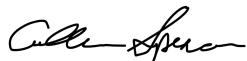
Funding to BRI		
Xfer for Veba Funding		
BRI Admin Fees		
Xfer to General for Admin Fees	-	
Total Disbursements	-	-

Balance on Hand: October 31, 2023 \$ 446,806.28

Bank Reconciliation

Bank Statement CNB 3023		36,665.61
Bank Statement CD 7735		410,140.67
Reconciled Balance		\$ 446,806.28

Respectfully Submitted,



Cullen Spencer, Treasurer
12/1/2023

Reviewed by: _____

Canandaigua City School District

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	51,098,000.00	0.00	51,098,000.00	48,402,874.13	2,695,125.87
A 1081	Other Payment in Lieu of Taxes	658,094.00	0.00	658,094.00	405,234.38	252,859.62
A 1085	School Tax Relief Reimbursement	0.00	0.00	0.00	2,746,391.33	-2,746,391.33
A 1090	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	1,957.32	173,042.68
A 1335	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	1,030.90	3,969.10
A 2230	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	0.00	160,000.00
A 2280	Health Services for Other Districts	55,000.00	0.00	55,000.00	0.00	55,000.00
A 2401	Interest and Earnings	150,000.00	0.00	150,000.00	377,533.84	-227,533.84
A 2440	Rental of Buses	10,000.00	0.00	10,000.00	17,485.87	-7,485.87
A 2650	Sale of Scrap and Excess Materials	2,500.00	0.00	2,500.00	7,506.48	-5,006.48
A 2666	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	0.00	50,000.00
A 2680	Insurance Recoveries	0.00	0.00	0.00	1,005.20	-1,005.20
A 2701	Refund of Prior Year Expenses	75,000.00	0.00	75,000.00	696.51	74,303.49
A 2770	Other Unclassified Revenues	60,000.00	0.00	60,000.00	89,322.74	-29,322.74
A 3101	Formula Operating Aid	31,631,165.00	0.00	31,631,165.00	2,163,349.57	29,467,815.43
A 3102	VLT Lottery Aid	0.00	0.00	0.00	5,235,280.49	-5,235,280.49
A 3103	BOCES Aid	2,100,000.00	0.00	2,100,000.00	0.00	2,100,000.00
A 3104	Tuition Aid (Chapters 47, 66, and 721)	150,000.00	0.00	150,000.00	0.00	150,000.00
A 3260	Texbook Aid	195,000.00	0.00	195,000.00	0.00	195,000.00
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	0.00	15,000.00
A 4289	Other Federal Aid (Specify)	0.00	0.00	0.00	9,077.00	-9,077.00
A 4601	Medicaid Assistance	110,000.00	0.00	110,000.00	0.00	110,000.00
A Totals:		86,818,759.00	0.00	86,818,759.00	59,458,745.76	27,360,013.24
C 1240	Qualified Breakfast Sales	50,000.00	0.00	50,000.00	16,384.00	33,616.00
C 1245	Other Breakfast Sales	10,000.00	0.00	10,000.00	1,211.05	8,788.95
C 1440	Qualified Lunch Sales	330,000.00	0.00	330,000.00	72,357.00	257,643.00
C 1445	Other Lunch Sales	145,000.00	0.00	145,000.00	41,055.30	103,944.70
C 1446	Catering/Special Events	6,000.00	0.00	6,000.00	257.25	5,742.75
C 2401	Interest and Earnings	500.00	0.00	500.00	10,646.15	-10,146.15

Canandaigua City School District

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 2402	Over/Short	0.00	0.00	0.00	-50.78	50.78
C 2770	Other Unclassified Revenue	0.00	0.00	0.00	4,438.47	-4,438.47
C 2771	Commissions	7,500.00	0.00	7,500.00	1,879.16	5,620.84
C 3190	State Aid - School Lunch	20,000.00	0.00	20,000.00	2,176.00	17,824.00
C 3290	State Aid - School Breakfast	10,000.00	0.00	10,000.00	902.00	9,098.00
C 4190	Surplus Food - Federal	60,000.00	0.00	60,000.00	3,358.74	56,641.26
C 4190.100	Federal Lunch	675,000.00	0.00	675,000.00	58,431.00	616,569.00
C 4190.200	Federal Breakfast	230,000.00	0.00	230,000.00	20,874.00	209,126.00
C 4190.300	Other Federal Revenues	0.00	90,000.00	90,000.00	89,645.00	355.00
C 4192	Summer Food Service Program - Federal	20,000.00	0.00	20,000.00	12,266.00	7,734.00
C 5031	Transfer from General Fund	25,000.00	0.00	25,000.00	0.00	25,000.00
	C Totals:	1,589,000.00	90,000.00	1,679,000.00	335,830.34	1,343,169.66
F3E 4126.000.24	Title III ENL 2024	4,073.00	0.00	4,073.00	0.00	4,073.00
	F3E Totals:	4,073.00	0.00	4,073.00	0.00	4,073.00
FAR 4289	Federal Stimulus Revenues - ARPA	1,535,263.91	0.00	1,535,263.91	0.00	1,535,263.91
	FAR Totals:	1,535,263.91	0.00	1,535,263.91	0.00	1,535,263.91
FHB 3289	Healthcare Workers Bonus	538.25	3,229.50	3,767.75	3,767.75	0.00
	FHB Totals:	538.25	3,229.50	3,767.75	3,767.75	0.00
FHL 4289	ARP - Homeless (HCY) Revenues	589.00	0.00	589.00	117.00	472.00
	FHL Totals:	589.00	0.00	589.00	117.00	472.00
FIA 4126.000.24	Title I Part A 2023-24	485,900.00	0.00	485,900.00	0.00	485,900.00
	FIA Totals:	485,900.00	0.00	485,900.00	0.00	485,900.00
FIB 4256	IDEA Section 611	1,024,757.00	0.00	1,024,757.00	204,951.00	819,806.00
	FIB Totals:	1,024,757.00	0.00	1,024,757.00	204,951.00	819,806.00
FIC 4256	IDEA Section 619	32,662.00	0.00	32,662.00	6,532.00	26,130.00
	FIC Totals:	32,662.00	0.00	32,662.00	6,532.00	26,130.00

Canandaigua City School District

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
FIE 4289	ARP-IDEA 611 Revenues	300.00	0.00	300.00	0.00	300.00
	FIE Totals:	300.00	0.00	300.00	0.00	300.00
FII 4126.000.24	Title IIA State Aid 23/24	74,718.00	0.00	74,718.00	0.00	74,718.00
	FII Totals:	74,718.00	0.00	74,718.00	0.00	74,718.00
FIV 4129.000.24	Title IV State Aid 23/24	40,545.00	0.00	40,545.00	0.00	40,545.00
	FIV Totals:	40,545.00	0.00	40,545.00	0.00	40,545.00
FSS 3289	Summer School Aid	706,480.00	0.00	706,480.00	0.00	706,480.00
FSS 5031	Summer School Interfund Transfer	176,620.00	0.00	176,620.00	0.00	176,620.00
	FSS Totals:	883,100.00	0.00	883,100.00	0.00	883,100.00
FUP 3289	Universal PreK	269,648.00	0.00	269,648.00	0.00	269,648.00
FUP 3289.FX	Universal PreK - Federal Expansion	461,664.00	0.00	461,664.00	0.00	461,664.00
	FUP Totals:	731,312.00	0.00	731,312.00	0.00	731,312.00
H24 5031	Capital Outlay 2023-24 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	H24 Totals:	100,000.00	0.00	100,000.00	0.00	100,000.00
HAG 2680	Insurance Recoveries	670,253.06	0.00	670,253.06	0.00	670,253.06
HAG 5031	Interfund Transfer from General Fund	66,716.71	0.00	66,716.71	0.00	66,716.71
	HAG Totals:	736,969.77	0.00	736,969.77	0.00	736,969.77
HAP 2770	Other Miscellaneous Revenues	-2,310.00	0.00	-2,310.00	0.00	-2,310.00
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	32,985,000.00	0.00	32,985,000.00	0.00	32,985,000.00
HAP 5731	Asset Pres - BANS Redeemed	-4,885,000.00	0.00	-4,885,000.00	0.00	-4,885,000.00
	HAP Totals:	26,097,690.00	0.00	26,097,690.00	0.00	26,097,690.00
HSS 3297.000	Smart Schools State Sources	246,672.00	0.00	246,672.00	367,196.55	-120,524.55
	HSS Totals:	246,672.00	0.00	246,672.00	367,196.55	-120,524.55

Canandaigua City School District

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
TC 2770.44	Taxes Collected - Wood Library	0.00	0.00	0.00	920,150.00	-920,150.00
	TC Totals:	0.00	0.00	0.00	920,150.00	-920,150.00
V 2401	Interest & Earnings	0.00	0.00	0.00	192,775.08	-192,775.08
	V Totals:	0.00	0.00	0.00	192,775.08	-192,775.08
	Grand Totals:	120,402,848.93	93,229.50	120,496,078.43	61,490,065.48	59,006,012.95

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2023 To 10/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	22,650.00	0.00	22,650.00	358.50	0.00	22,291.50
120	Instructional Salary	*	7,856,378.00	-495.00	7,855,883.00	1,287,829.55	6,002,286.20	565,767.25
121	Instructional Salary	*	369,699.00	495.00	370,194.00	61,887.84	277,354.16	30,952.00
122	Instructional Salary	*	5,000.00	0.00	5,000.00	859.00	0.00	4,141.00
129	Instructional Salary	*	15,738.00	0.00	15,738.00	6,858.50	0.00	8,879.50
130	Instructional Salary	*	9,307,397.00	-43,000.00	9,264,397.00	1,563,306.15	7,165,972.10	535,118.75
140	Instructional Salary Substitutes	*	798,750.00	0.00	798,750.00	80,094.96	0.00	718,655.04
141	Instructional Salary	*	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
150	Instructional Salary	*	11,854,550.00	24,749.65	11,879,299.65	2,794,839.68	7,901,664.37	1,182,795.60
151	Instructional Salary	*	9,550.00	0.00	9,550.00	355.00	0.00	9,195.00
160	Non-Instructional Salary	*	10,580,894.00	14,022.85	10,594,916.85	2,577,692.48	3,126,559.06	4,890,665.31
200	Equipment	*	658,783.00	119,883.85	778,666.85	355,357.32	113,200.06	310,109.47
220	Computer Hardware	*	130,600.00	38,514.46	169,114.46	104,862.30	441.19	63,810.97
400	Contractual	*	3,561,640.00	128,548.89	3,690,188.89	992,156.47	1,914,412.26	783,620.16
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	2,007,944.00	305,222.79	2,313,166.79	1,013,178.36	790,938.35	509,050.08
460	Computer Software	*	109,436.00	5,950.35	115,386.35	50,934.85	17,210.43	47,241.07
470	Tuition	*	1,322,880.00	351.00	1,323,231.00	153,922.67	1,137,928.60	31,379.73
480	Textbooks	*	249,529.00	2,364.65	251,893.65	96,208.72	27,253.36	128,431.57
490	BOCES	*	9,075,810.00	-8,045.00	9,067,765.00	1,751,143.43	7,316,621.57	0.00
600	Principal	*	4,050,000.00	0.00	4,050,000.00	345,000.00	0.00	3,705,000.00
700	Interest	*	3,095,814.00	0.00	3,095,814.00	90,590.63	0.00	3,005,223.37
800	Employee Benefits	*	22,881,055.00	-32,190.00	22,848,865.00	6,450,766.08	5,189,277.58	11,208,821.34
900	Interfund Transfers	*	305,000.00	0.00	305,000.00	0.00	0.00	305,000.00
Fund ATotals:			88,296,097.00	556,373.49	88,852,470.49	19,778,202.49	40,981,119.29	28,093,148.71
160	Non-Instructional Salary	*	534,750.00	0.00	534,750.00	120,827.57	51,500.00	362,422.43
200	Equipment	*	20,000.00	82,418.87	102,418.87	82,418.87	0.00	20,000.00
400	Contractual	*	701,000.00	80,000.00	781,000.00	164,054.37	504,965.59	111,980.04
450	Supplies	*	67,500.00	15,979.98	83,479.98	21,525.65	54,730.54	7,223.79
800	Employee Benefits	*	265,750.00	0.00	265,750.00	19,623.03	8,835.08	237,291.89
Fund CTotals:			1,589,000.00	178,398.85	1,767,398.85	408,449.49	620,031.21	738,918.15

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2023 To 10/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150		*	2,062.00	0.00	2,062.00	3,803.38	0.00	-1,741.38
450		*	2,730.00	0.00	2,730.00	0.00	0.00	2,730.00
	Fund F3ETotals:		4,792.00	0.00	4,792.00	3,803.38	0.00	988.62
150		*	1,107,637.46	0.00	1,107,637.46	336,462.24	728,329.59	42,845.63
160		*	0.00	0.00	0.00	6,441.15	0.00	-6,441.15
400		*	12,026.82	14,300.00	26,326.82	14,326.82	0.00	12,000.00
450		*	89,807.20	1,656.29	91,463.49	1,882.91	60.21	89,520.37
800		*	309,836.14	0.00	309,836.14	0.00	0.00	309,836.14
	Fund FARTotals:		1,519,307.62	15,956.29	1,535,263.91	359,113.12	728,389.80	447,760.99
150		*	500.00	2,500.00	3,000.00	3,000.00	0.00	0.00
400		*	0.00	538.25	538.25	538.25	0.00	0.00
800		*	38.25	191.25	229.50	229.50	0.00	0.00
	Fund FHBTotals:		538.25	3,229.50	3,767.75	3,767.75	0.00	0.00
450		*	589.00	8,400.00	8,989.00	339.00	8,650.00	0.00
	Fund FHLTotals:		589.00	8,400.00	8,989.00	339.00	8,650.00	0.00
150	Instructional Salary	*	464,616.00	0.00	464,616.00	91,180.80	392,722.20	-19,287.00
400	Contractual	*	7,084.15	4,908.00	11,992.15	1,222.36	3,916.00	6,853.79
450	Supplies	*	13,341.00	3,230.84	16,571.84	3,000.00	0.00	13,571.84
800	Employee Benefits	*	5,292.00	0.00	5,292.00	0.00	0.00	5,292.00
	Fund FIATotals:		490,333.15	8,138.84	498,471.99	95,403.16	396,638.20	6,430.63
150	Instructional Salary	*	590,531.00	0.00	590,531.00	96,859.38	484,786.62	8,885.00
160	Non-Instructional Salary	*	196,055.00	0.00	196,055.00	35,992.70	23,947.76	136,114.54
400	Contractual	*	74,199.00	0.00	74,199.00	27,133.35	47,064.00	1.65
800	Employee Benefits	*	163,972.00	0.00	163,972.00	0.00	0.00	163,972.00
	Fund FIBTotals:		1,024,757.00	0.00	1,024,757.00	159,985.43	555,798.38	308,973.19
150	Instructional Salary	*	510.00	0.00	510.00	0.00	0.00	510.00
160	Non-Instructional Salary	*	20,592.00	-2,040.00	18,552.00	5,306.31	0.00	13,245.69

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2023 To 10/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
400	Contractual	*	11,560.00	2,040.00	13,600.00	3,740.00	9,860.00	0.00
	Fund FICTotals:		32,662.00	0.00	32,662.00	9,046.31	9,860.00	13,755.69
150		*	0.21	0.00	0.21	0.00	0.00	0.21
400		*	0.00	300.00	300.00	0.00	300.00	0.00
800		*	-0.21	0.00	-0.21	0.00	0.00	-0.21
	Fund FIETotals:		0.00	300.00	300.00	0.00	300.00	0.00
150	Instructional Salary	*	70,720.98	0.00	70,720.98	12,861.40	58,804.60	-945.02
400	Contractual	*	6,020.44	0.00	6,020.44	0.00	996.00	5,024.44
450	Supplies	*	39.00	0.00	39.00	26.98	0.00	12.02
460	Travel	*	1,013.00	0.00	1,013.00	0.00	265.00	748.00
	Fund FIITotals:		77,793.42	0.00	77,793.42	12,888.38	60,065.60	4,839.44
150	Instructional Salary	*	-1.85	0.00	-1.85	0.00	0.00	-1.85
400	Contractual	*	38,718.00	0.00	38,718.00	11,700.00	21,400.00	5,618.00
450	Supplies	*	2,326.74	219.99	2,546.73	219.99	0.00	2,326.74
	Fund FIVTotals:		41,042.89	219.99	41,262.88	11,919.99	21,400.00	7,942.89
150	Instructional Salary	*	90,000.00	0.00	90,000.00	87,677.00	0.00	2,323.00
160	Non-Instructional Salary	*	159,000.00	0.00	159,000.00	139,979.95	0.00	19,020.05
400	Contractual	*	51,500.00	-500.00	51,000.00	25,498.97	0.00	25,501.03
450	Supplies	*	600.00	0.00	600.00	28,073.73	376.44	-27,850.17
470	Tuition	*	132,000.00	500.00	132,500.00	132,440.50	0.00	59.50
490		*	370,000.00	0.00	370,000.00	0.00	370,000.00	0.00
800	Employee Benefits	*	80,000.00	0.00	80,000.00	72,567.22	0.00	7,432.78
	Fund FSSTotals:		883,100.00	0.00	883,100.00	486,237.37	370,376.44	26,486.19
150	Instructional Salary	*	269,504.00	0.00	269,504.00	51,332.76	226,072.24	-7,901.00
160	Non-Instructional Salary	*	45,256.00	0.00	45,256.00	6,594.12	0.00	38,661.88
400	Contractual	*	374,000.00	0.00	374,000.00	18,700.00	355,300.00	0.00
800	Employee Benefits	*	42,552.00	0.00	42,552.00	0.00	0.00	42,552.00
	Fund FUPTotals:		731,312.00	0.00	731,312.00	76,626.88	581,372.24	73,312.88

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
240	*	10,000.00	0.00	10,000.00	7,493.78	2,506.22	0.00
294	*	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
Fund H24Totals:		100,000.00	0.00	100,000.00	7,493.78	2,506.22	90,000.00
160	*	10,694.72	0.00	10,694.72	0.00	0.00	10,694.72
240	*	10,000.00	0.00	10,000.00	146.25	853.75	9,000.00
243	*	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
244	*	0.00	14,937.50	14,937.50	0.00	14,937.50	0.00
245	*	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00
246	*	6,450.00	3,550.00	10,000.00	4,375.00	0.00	5,625.00
253	*	492,500.00	0.00	492,500.00	0.00	0.00	492,500.00
293	*	152,736.55	0.00	152,736.55	0.00	0.00	152,736.55
400	*	21,350.00	0.00	21,350.00	0.00	0.00	21,350.00
450	*	6,738.00	1,013.00	7,751.00	6,005.58	745.00	1,000.42
Fund HAGTotals:		700,469.27	36,500.50	736,969.77	10,526.83	33,536.25	692,906.69
201	*	17,000.00	541,143.89	558,143.89	311,698.37	246,445.52	0.00
240	*	325,030.26	70,779.31	395,809.57	5,025.05	40,754.26	350,030.26
243	*	16,032.00	-7,774.00	8,258.00	0.00	226.00	8,032.00
244	*	-1,290.50	91,281.05	89,990.55	16,431.15	73,559.40	0.00
245	*	82,003.22	12,234.69	94,237.91	20,646.22	38,588.47	35,003.22
246	*	203,458.89	-160,180.75	43,278.14	35,285.00	7,679.50	313.64
253	*	1,812,717.37	396,708.10	2,209,425.47	0.00	0.00	2,209,425.47
293	*	272,776.81	4,271,626.99	4,544,403.80	2,354,441.25	2,138,055.55	51,907.00
294	*	11,216.29	1,804,844.92	1,816,061.21	688,362.49	1,127,698.72	0.00
295	*	17,681.00	288,908.44	306,589.44	197,649.16	108,940.28	0.00
296	*	0.00	1,329,160.87	1,329,160.87	661,806.91	667,353.96	0.00
297	*	-19,929.00	2,638,305.49	2,618,376.49	2,348,027.15	270,349.34	0.00
Fund HAPTotals:		2,736,696.34	11,277,039.00	14,013,735.34	6,639,372.75	4,719,651.00	2,654,711.59
210	*	1,455,189.00	0.00	1,455,189.00	0.00	1,435,496.94	19,692.06
Fund HBUTotals:		1,455,189.00	0.00	1,455,189.00	0.00	1,435,496.94	19,692.06

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
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	920,150.00	0.00	-920,150.00
	Fund TCTotals:	0.00	0.00	0.00	920,150.00	0.00	-920,150.00
Grand Totals:		99,930,350.94	12,084,556.46	112,014,907.40	28,983,326.11	50,525,191.57	32,506,389.72

CANANDAIGUA CITY SCHOOL DISTRICT

CANANDAIGUA, NEW YORK

SINGLE AUDIT REPORT

For Year Ended June 30, 2023



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

**Report on Compliance For Each Major Federal Program;
Report on Internal Control Over Compliance;
and Report on the Schedule of Expenditures of
Federal Awards Required by the Uniform Guidance**

Independent Auditors' Report

To the Board of Education
Canandaigua City School District
Canandaigua, New York

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Canandaigua City Central School District, Canandaigua, New York's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon, dated October 6, 2023, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subject to auditing procedures applied in the audit of the financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
November 8, 2023

**CANANDAIGUA CITY SCHOOL DISTRICT
CANANDAIGUA, NEW YORK**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR YEAR ENDED JUNE 30, 2023

<u>Grantor / Pass - Through Agency</u> <u>Federal Award Cluster / Program</u>	<u>Assistance</u> <u>Listing</u> <u>Number</u>	<u>Pass-Through</u> <u>Agency</u> <u>Number</u>	<u>Total</u> <u>Expenditures</u>
<u>U.S. Department of Education:</u>			
<u>Passed Through NYS Education Department -</u>			
<u>Special Education Cluster IDEA -</u>			
Special Education - Grants to States (IDEA, Part B)	84.027	0032-23-0664	\$ 966,098
Special Education - Preschool Grants (IDEA Preschool)	84.173	0033-23-0664	31,873
ARP - Special Education - Grants to States (IDEA, Part B) - COVID-19	84.027X	5532-22-0664	164,656
ARP - Special Education - Preschool Grants (IDEA Preschool) - COVID-19	84.173X	5533-22-0664	20,010
<i>Total Special Education Cluster IDEA</i>			<u>\$ 1,182,637</u>
<u>Education Stabilization Fund -</u>			
CARES Act - ESSER - COVID-19	84.425D	5890-21-2175	\$ 52 *
CRRSA - ESSER II - COVID-19	84.425D	5891-21-2175	1,618,282 *
CRRSA - GEER II - COVID-19	84.425C	5896-21-2175	119,770 *
ARP - ESSER III - COVID-19	84.425U	5880-21-2175	1,219,240 *
ARP - Homeless II - COVID-19	84.425W	5218-21-2175	3,580 *
ARP - Full Day UPK Expansion-COVID-19	84.425U	5870-23-9029	461,664 *
<i>Total Education Stabilization Fund</i>			<u>\$ 3,422,588</u>
Title IIA - Supporting Effective Instruction State Grant	84.367	0147-23-2175	85,794
Title IIA - Supporting Effective Instruction State Grant	84.367	0147-22-2175	1,890
Title III - Immigrant	84.365	0149-22-2175	1,440
Title IV - Student Support and Enrichment Program	84.424	0204-23-2175	34,912
Title I - Grants to Local Educational Agencies	84.010	0021-22-2175	55,629 *
Title I - Grants to Local Educational Agencies	84.010	0021-23-2175	496,435 *
<u>Passed Through Phelps-Clifton Springs CSD -</u>			
Title IIIA - English Language Acquisition	84.365	0293-23-2205	4,268
Total U.S. Department of Education			<u>\$ 5,285,593</u>

<u>Grantor / Pass - Through Agency</u> <u>Federal Award Cluster / Program</u>	<u>Assistance</u> <u>Listing</u> <u>Number</u>	<u>Pass-Through</u> <u>Agency</u> <u>Number</u>	<u>Total</u> <u>Expenditures</u>
<u>U.S. Department of Homeland Security:</u>			
<u>Passed through New York State Division of Homeland Security and Emergency Services -</u>			
Disaster Grants - Public Assistance	97.036	163476	\$ 43,827
Total U.S. Department of Homeland Security			\$ 43,827
<u>Federal Communications Commission:</u>			
<u>Passed through Wayne Finger Lakes BOCES-</u>			
ARP - Emergency Connectivity Funds - COVID-19	32.009	124883	\$ 29,690
Total Federal Communications Commission			\$ 29,690
<u>U.S. Department of Agriculture:</u>			
<u>Passed Through NYS Education Department -</u>			
Pandemic EBT Administrative Costs	10.649	430300050000	\$ 1,884
<u>Child Nutrition Cluster -</u>			
National School Lunch Program	10.555	430300050000	\$ 686,652
Supply Chain Assistance - COVID-19	10.555	430300050000	170,617
National School Lunch Program-Non-Cash Assistance (Commodities)	10.555	430300050000	97,155
Summer Food Service Program	10.559	430300050000	21,837
National School Breakfast Program	10.553	430300050000	235,828
Total Child Nutrition Cluster			\$ 1,212,089
Total U.S. Department of Agriculture			\$ 1,213,973
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 6,573,083

* Major Programs

**CANANDAIGUA CITY SCHOOL DISTRICT
CANANDAIGUA, NEW YORK**

Notes to Schedule of Expenditures of Federal Awards

June 30, 2023

1. Basis of Presentation:

The accompanying Schedule of Expenditures of Federal Awards (the schedule) includes the federal award activity of the Canandaigua City School District, Canandaigua, New York (the District) under programs of the federal government for the year ended June 30, 2023. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirement's, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position or changes in net position.

2. Summary of Significant Accounting Policies:

Expenditures reported on the schedule are reported on the GAAP basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

3. Indirect Costs:

The District has elected to not use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance. Indirect costs are included in the reported expenditures to the extent they are included in the federal financial reports used as the source for the data presented.

4. Matching Costs

Matching costs, i.e., the Canandaigua City School District, Canandaigua, New York's share of certain program costs, are not included in the reported expenditures.

5. Non-Monetary Federal Program

The Canandaigua City School District, Canandaigua, New York is the recipient of a federal financial award program that does not result in cash receipts or disbursements termed a "non-monetary program". This program Surplus Food Distribution (CFDA Number 10.555), and the fair market value of the food commodities received during the fiscal year is presented in the accompanying Schedule of Expenditures of Federal Awards and was considered in the Canandaigua City School District, New York's single audit.

6. Subrecipients

The Canandaigua City School District, Canandaigua, New York did not pass through any awards to subrecipients during the fiscal year.

**CANANDAIGUA CITY SCHOOL DISTRICT
CANANDAIGUA, NEW YORK**

Schedule of Findings and Questioned Costs

June 30, 2023

I. Summary of the Auditor's Results

Financial Statements

a) Type of auditor's report issued	Unmodified
b) Internal control over financial reporting	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
c) Noncompliance material to financial statements noted	No

Federal Awards

a) Internal control over major programs	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
b) Type of auditor's report issued on compliance for major programs	Unmodified
c) Any audit findings disclosed that are required to be reported in accordance with 2 CFR Part 200.516(a)	No
d) Identification of major programs	
<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
#84.010	Title I - Grants to Local Educational Agencies
Education Stabilization Funds	
#84.425D	CARES Act-ESSER-COVID-19/CRRSA-ESSER II-COVID-19
#84.425C	CRRSA - GEER II - COVID-19
#84.425U	ARP-ESSER III-COVID-19/ARP - Full Day UPK Expansion-COVID-19
#84.425W	ARP - Homeless II - COVID-19
e) Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
f) Auditee qualifies as low-risk auditee	Yes

II. Financial Statement Findings

There were no current year findings and there were no prior year findings.

III. Federal Award Findings and Questioned Costs

There were no current year findings or questioned costs and there were no prior year findings or questioned costs.

CANANDAIGUA CITY SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

FINANCIAL REPORT

For Year Ended June 30, 2023



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

INDEPENDENT AUDITORS' REPORT

To the Board of Education
Canandaigua City School District, New York

Qualified and Unmodified Opinions

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the Canandaigua City School District for the year ended June 30, 2023 and the related notes to the financial statement.

Qualified Opinion

In our opinion, except for the possible effects of the matter discussed in the basis for qualified opinion paragraph, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of Canandaigua City Central School District for the year ended June 30, 2023, in accordance with the cash basis of accounting as described in Note 1.

Basis of Qualified

Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. This financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Responsibility of Management for the Statement of Cash Receipts and Disbursements

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 25, 2023

CANANDAIGUA CITY SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

For Year Ended June 30, 2023

<u>Canandaigua Academy:</u>	<u>Cash Balance</u> <u>July 01, 2022</u>	<u>Receipts</u>	<u>Disburse-</u> <u>ments</u>	<u>Cash Balance</u> <u>June 30, 2023</u>
Class of 2022	\$ 15	\$ -	\$ 15	\$ -
Class of 2023	11,242	55,124	66,365	1
Class of 2024	12,188	70,321	49,512	32,997
Class of 2025	3,086	11,887	7,040	7,933
Class of 2026	2,000	17,085	9,734	9,351
Academian	5,228	5,883	768	10,343
Academy Players	30,692	36,506	24,879	42,319
Academy Ski Club	96	1	-	97
Art Club	769	6	-	775
Black and Brown Student Union (BBSU)	-	593	165	428
Choral Music	9,051	18,659	19,826	7,884
Coffee Club	(964)	31,342	30,258	120
DECA	209	2,757	962	2,004
FBLA	8,198	68	6,872	1,394
First Robotics	2,034	4,990	3,202	3,822
Gay Straight Alliance	535	4	-	539
Instrumental Music	22,092	170,545	191,493	1,144
Interact	4,151	280	456	3,975
Key Club	340	340	205	475
Mathletes	535	-	535	-
Mental Health Awareness Club	1,073	22	-	1,095
National Honor Society	3,462	525	506	3,481
Outdoor Adventure Club	1,026	509	713	822
Spanish Club	155	1	-	156
Student Council	22,351	16,982	29,827	9,506
Student Store	5,879	8,306	7,974	6,211
Tech. Student Association	51,083	35,092	27,409	58,766
Technology Student Club	3,520	4,026	1,231	6,315
Tri-M Music Society	647	1,623	1,637	633
Total Canandaigua Academy	<u>\$ 200,693</u>	<u>\$ 493,477</u>	<u>\$ 481,584</u>	<u>\$ 212,586</u>

	Cash Balance		Disburse-	Cash Balance
<u>Middle School:</u>	<u>July 01, 2022</u>	<u>Receipts</u>	<u>ments</u>	<u>June 30, 2023</u>
CMS Coffee Club	\$ 2,466	\$ 3,124	\$ 2,234	\$ 3,356
CMS Girls Who Code	181	-	181	-
CMS Music	3,478	25	370	3,133
Drama Club	9,824	9,222	11,032	8,014
Gender & Sexuality Alliance	18	163	-	181
MS First Lego	514	4	-	518
MS Snowsports Club (Ski Club)	1,338	804	1,215	927
Student Council	1,409	3,612	3,297	1,724
Yearbook	6,339	3,983	5,034	5,288
Total Middle School	\$ 25,567	\$ 20,937	\$ 23,363	\$ 23,141
<u>Elementary School:</u>				
ES - Mural Club	\$ 7,526	\$ 811	\$ 2,466	\$ 5,871
ES - Ski Club	1,984	15	-	1,999
Student Government	256	1	55	202
Total Elementary School	\$ 9,766	\$ 827	\$ 2,521	\$ 8,072
<u>All Schools:</u>				
Interest on NOW Account	\$ -	\$ 1,862	\$ 1,862	\$ -
Sales Tax	\$ 1,363	\$ 6,656	\$ 6,494	\$ 1,525
GRAND TOTAL	\$ 237,389	\$ 523,759	\$ 515,824	\$ 245,324

() Denotes red figure
(See accompanying notes to financial statement)

CANANDAIGUA CITY SCHOOL DISTRICT
EXTRACLASSROOM ACTIVITY FUNDS
NOTES TO FINANCIAL STATEMENT

June 30, 2023

(Note 1) **Accounting Policy**

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the Canandaigua City School District. Consequently, the cash balances are included in the financial statements of the School District as part of the Custodial Fund.

The accounts of the Extraclassroom Activity Funds of the Canandaigua City School District are maintained on a cash basis, and the statement of cash receipts and disbursements reflects only cash received and disbursed. Therefore, receivables and payables, inventories, long-lived assets, and accrued income and expenses, which would be recognized under generally accepted accounting principles, and which may be material in amount, are not recognized in the accompanying financial statement.

(Note 2) **Cash and Cash Equivalents**

Cash and cash equivalents is comprised of one checking account and one NYCLASS account. The balance in these accounts are fully covered by FDIC Insurance.

(Note 3) **Related Party**

The Academy Student Council Faculty Advisor is also the Executive Director of the New York State Council on Leadership and Student Activities.

CANANDAIGUA CITY SCHOOL DISTRICT
EXTRACLASSROOM ACTIVITY FUNDS
AUDITORS' FINDINGS AND EVALUATION

We have examined the statement of cash receipts and disbursements of the Canandaigua City School District's Extraclassroom Activity Funds for the year ended June 30, 2023. As part of our examination, we made a study and evaluation of the system of internal accounting control to the extent we deemed necessary to render our opinion.

There are inherent limitations in considering the potential effectiveness of any system of internal accounting control. Human errors, mistakes of judgment and misunderstanding of instructions limit the effectiveness of any control system. In particular, cash being handled by numerous students and faculty advisors at various functions provides an atmosphere of limited control over those receipts.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

The District's written responses to the deficiencies identified in our audit have not been subject to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on them.

Canandaigua Academy:

Prior Year Deficiencies Pending Corrective Action-

Profit and Loss Statements

A profit and loss statement was not prepared for the Tri-M Music Society Chipotle fundraiser.

In order to enhance internal accounting control over major fund-raising activities, we recommend the Student Treasurer together with the Faculty Advisor, prepare profit and loss statements after each major fundraiser and that a copy be submitted to the Central Treasurer to be retained for our review at year end.

District's Response

Extracurricular club advisors will be reminded via quarterly email (12/15/23, 3/15/24, 6/1/24) to submit profit and loss statements at the conclusion of each fundraiser. Additionally, the Central Treasurer will continue to monitor cash deposits for any that appear to be the final deposit of a fundraiser and follow up with advisors to obtain profit and loss statements.

(Canandaigua Academy) (Prior Year Deficiencies Pending Corrective Action) (Continued)

Receipts

Our examination revealed one instance in the Academian Club, and one instance in Choral Music Club in which deposits were made to the bank account several days after the cash was received.

In an effort to help safeguard cash and maintain accountability and control over receipts, we recommend every effort continue to be made to deposit all cash receipts on a more timely basis.

District's Response

The Central Treasurer will continue to provide guidance to all extracurricular Faculty Advisors and Student Treasurers via quarterly reminder email (12/15/23, 3/15/24, 6/1/24) to help ensure that all cash receipts are submitted to the Central Treasurer for deposit no more than 1-2 days after receipt. Faculty Advisors and Student Treasurers will be advised to pay particularly close attention to this policy before an extended vacation or holiday break.

Current Year Deficiency in Internal Control

Student Involvement

During our examination we noted the following:

1. One instance in the Choral Music Club's poinsettia fundraiser in which there was not a signature from the Student Treasurer on the profit and loss statement.
2. One instance in the Class of 2024's coffee fundraiser in which there was not a signature from the Student Treasurer or the Faculty Advisor on the profit and loss statement.
3. Two instances in the Choral Music Club in which there was not a signature from the Student Treasurer on the deposit slip.

In order to ensure student involvement, we recommend every effort continue to be made to have a Faculty Advisor, and Student Treasurer signature on the profit and loss statements and deposit slips.

District's Response

The Central Treasurer will closely monitor profit and loss statements and deposit slips for student signatures. Faculty advisors will also be reminded via quarterly email (12/15/23, 3/15/24, 6/1/24) to ensure student signatures on required documentation.

Middle School:

Prior Year Deficiencies Pending Corrective Action –

Change Fund

Our examination revealed that the CMS Coffee Club change fund was established with personal money provided by the Faculty Advisor.

We recommend all change funds deemed necessary be established by a check made payable to the Faculty Advisor or a Board authorized change fund.

District's Response

The District agrees with the recommendation noted above and the Central Treasurer will continue to remind advisors of the change fund policy via quarterly reminder email (12/15/23, 3/15/24, 6/1/24).

Profit and Loss Statements

During the course of our examination, we noted profit and loss statements were not prepared for the Student Council's candy cane fundraiser or the Drama Club's t-shirt sales.

In order to enhance internal accounting control over major fund-raising activities, we recommend the Student Treasurer together with the Faculty Advisor, prepare profit and loss statements after each major fundraiser and that a copy be submitted to the Central Treasurer to be retained for our review at year end.

District's Response

Extracurricular club advisors will be reminded via quarterly email (12/15/23, 3/15/24, 6/1/24) to submit profit and loss statements at the conclusion of each fundraiser. Additionally, the Central Treasurer will continue to monitor cash deposits for any that appear to be the final deposit of a fundraiser and follow up with advisors to obtain profit and loss statements.

Elementary School:

Current Year Deficiency in Internal Control –

Profit and Loss Statements

Our examination revealed a profit and loss statement was not prepared for the ES-Mural Club's t-shirt fundraiser.

In order to enhance internal accounting control over major fund-raising activities, we recommend the Student Treasurer together with the Faculty Advisor, prepare profit and loss statements after each major fundraiser and that a copy be submitted to the Central Treasurer to be retained for our review at year end.

District's Response

Extracurricular club advisors will be reminded via quarterly email (12/15/23, 3/15/24, 6/1/24) to submit profit and loss statements at the conclusion of each fundraiser. Additionally, the Central Treasurer will continue to monitor cash deposits for any that appear to be the final deposit of a fundraiser and follow up with advisors to obtain profit and loss statements.

Other Item:

The following item is not considered to be a deficiency in internal control, however, we consider it an other item which we would like to communicate to you as follows:

Inactive Club

As indicated on the statement of cash receipts and disbursements, the HS Bigs/Littles Club was financially inactive during the 2022-23 fiscal year.

We recommend the status of this club be reviewed. If no future financial transactions are anticipated, it should be closed in accordance with the Board of Education Policy.

District's Response

This club will be reviewed again by 6/30/2024 to confirm financial inactivity. If the club is deemed to still be financially inactive, the remaining balance in the club's account as of 6/30/2024 will be turned over to the HS Student Government per BOE policy.

Prior Year Recommendation:

We are pleased to report that the following prior year recommendation has been implemented to our satisfaction:

1. The Coffee Club did not have a deficit cash balance at June 30, 2023.

*

*

*

We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 25, 2023

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): Canandaigua Academy Varsity Baseball

Destination: Disney Spring Training

Departure Date and Approximate Time: Monday, April 1 - Flights TBD

Return Date and Approximate Time: Thursday, April 5, 2024 - Return Flight to be determined.

Number of Students Expected to Attend: All members of the Canandaigua Academy varsity baseball team (usually somewhere between 14 and 18 players)

Number of Chaperones (also detail how students will be supervised 24 hours / day):
3 chaperones will supervise the student athletes - Coaches Dale Werth, Coach Mike Tepper, and Coach Dave Maine

Cost per student	
Package Amount	\$2,300
<i>or</i> Breakdown Amount	included
Travel	
Lodging	
Meals	included
Breakfast	
Lunch	
Dinner	
Other (<i>Explanation</i>)	Costs also includes hote, meals, theme park tickets, transportation
Cost of Trip Per Student	\$2300
<i>Less Club Contribution</i>	
<i>Less Expected Fundraising</i>	\$1200
Final Cost to Student	\$1100

Request for Overnight Field Trip

Cost per Student

The cost per student is 2300 dollars if they choose to fly with the team. It includes Flight, Hotel, Meals, Park Tickets, Baseball Tournament expenses. The main fundraiser for our baseball spring trip has always been our banner campaign. Families can raise as much towards the trip as possible. (the last time we went, we had many families raise the entire cost of their son's trip through this fundraiser.) We will also do a youth baseball clinic where participants can raise some more money for their trip.

Mode of Transportation (include bus service / airline):

The team will travel together on flights. Students also have the option of flying down with their parents or driving with their parents.

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

The trip is through Disney's Spring Training program

Hotel Address:

114 Cayman Way

Lake Buena Vista, Florida 32830-8411

Hotel phone number: (407) 934-3400

Refund policy/ Insurance or other recoup options:

Refunds from Disney are available until March 14th, 2024

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 baseball program travels on a Spring Break trip every other year. The goal of the trip is to play great competition and to build team camaraderie.

While in Florida, we will play 4 games, have 1 scrimmage and on Wednesday, April 3, the team will visit Disney Parks.

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

Request for Overnight Field Trip

- o Trip parent/student survey
- o Chaperone responsibilities and trip tips

DALE Werth
Name (print) of Trip Coordinator

Dale R. Werth
Signature of Trip Coordinator

11/15/23
Date

Approvals: (Office Use Only)

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

*Not transportation from District or
bus required*



EVENTS Baseball and Softball

Back

Disney Spring Training

SHARE

SHARE



SHARE

OVERVIEW

EVENT DETAILS

OVERVIEW

EVENT DETAILS



Welcome to Disney Spring Training. Your team will become family when they train in the heart of *Walt Disney World* Resort, The Most Magical Place on Earth.

Connect With Us for more information about getting started with Disney Spring Training.

Begin your baseball or softball season at the top of your game with Disney Spring Training at ESPN Wide World of Sports. Combine a top-notch training experience with unforgettable team-bonding opportunities and unmatched Disney service.

Find more information including rules, spectator admission tickets and the latest event updates.



PEACE OF MIND

Walt Disney World Resort provides everything your team could imagine—from recreational activities to on-property transportation, Disney Spring Training is the ultimate campus-like experience.



TEAM MAGIC MADE HERE

Players are built on the diamond, but teams are built off the field. Walt Disney World Resort inspires and unites with 4 magical Disney theme parks and 2 amazing water parks—plus shopping and dining at Disney Springs where the opportunities to create lifelong memories are virtually endless.



PRO-LEVEL TRAINING

ESPN Wide World of Sports offers high-impact performance clinics, professional-caliber facilities and a proven training ground built for pros and aspiring pros alike to raise their game.



CUSTOMIZED SERVICE AND DISNEY EXPERIENCES

From theme parks to the ballpark, there's so much to see and do—and planning a team trip may seem overwhelming. Rest assured and let a Disney Cast Member take care of the details to create a specially priced package that meets your team's needs and includes event transportation.



GET STARTED

Ready to start planning your 2024 Disney Spring Training session for your team? **Connect With Us** and we'll see you on the field!

EVENT AT A GLANCE

DATES

Event:
March 11 – April 7, 2024*
*Additional training dates may be available

Registration:
Open now until December 18, 2023

CONTACT

Disney Spring Training Office
Connect With Us
(407) 938-3800

View Map



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Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

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

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

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

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

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

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

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

ENFORCE THE SCHOOL RULES

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

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

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

General Trip Tips

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

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: _____

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 TBD, TBD, 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

Parent Signature

Date

Student Signature

Date

CANANDAIGUA TBD

Trip

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

1. Drugs, Alcohol and Tobacco

The students of **Canandaigua TBD** 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 TBD** and return to **Canandaigua on TBD** 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 **TBD** 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. **TBD** 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 **TBD** 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 **TBD** 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.

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 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.

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

Revised April 2023

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Identify Name of Trip Below <hr/>

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

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

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

___ Allergies to food, medicine, or bites ___ Asthma

___ Breathing or lung problems ___ Cardiac (Heart) problems

___ Diabetes ___ Seizure disorder

___ Bones or Joints ___ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

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

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

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

I attest that this student has demonstrated to me that they can self-administer the medication (s) listed above safely and effectively, and may carry and use this medication independently at school/for school sponsored activities.

Health Care Provider's Signature

Date

Parent/Guardian signature

Date

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

Parent / Guardian Signature

Date

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to **TRIP on DATE**

From: **Name of nursing staff, Name of school(s)**

Re: Medication for **Trip**

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

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by **DATE**.
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the **X Day Trip**. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

Please call us at **# of nurse in charge or district lead nurse** if you have any questions.

Attachment 3

Overnight Trip Parent Meeting Agenda

Information will be shared at the preseason meeting

Date of trip: _____

Hotel: TBD

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

Room Assignments _____

Rules/Behavior _____

Students with Medication _____

Trip cancellation policy/ insurance _____

Other: _____

Address _____

Telephone _____ Alternate number _____

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

Signature of Parent/Guardian

Date

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

Signature of Student

Date

Attachment 2 - FIELD TRIP PERMISSION FORM

This will be sent out by the athletics office through ParentSquare

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

Trip Date _____

Class/Group _____

Teacher/Supervisor _____

Trip Destination _____

Other Planned Stops _____

Planned Departure Time _____ Planned Return Time _____

Departing From _____ Returning To _____

Transportation
Bus _____
Walk _____
Other _____

Additional

To be completed by parent:

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

_____ on _____
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration for any extended (overnight) field trips.

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

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

Name _____

Attachment 1 – Tentative Itinerary

Accommodations:

Disney Caribbean Resort
114 Cayman Way
Lake Buena Vista, Florida 32830-8411
Hotel phone number: (407) 934-3400

Restaurants:

Restaurants are set up through Disney

Travel/Motor Coach:

Flying is an option with Parent
The team will fly together to Florida and will book flights as the trip approaches
Disney provides transportation

Chaperone Contact Information:

Dale Werth - werthd@canandaiguaschools.org 585-355-3195
Michael Tepper - tepperm@canandaiguaschools.org 585-957-4910

Baseball Trip to Disney - April Break

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The baseball trip is traveling to Disney on April 1 to April 5, 2024.**

Enclosed you will find the following important forms that must be completed and RETURNED by DATE TO BE DETERMINED.

- Student rules for behavior
- Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.
- Trip cancellation policy/ insurance
- a permission slip (Through ParentSquare)

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

If you have any questions, please feel free to contact us at:

The final payment for this trip was due on January 15, 2024. Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.

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):

CA Girls Varsity Softball

Destination:

Orlando, Florida/ Universal Studios

Departure Date and Approximate Time:

4/1/2024 1:00PM

Return Date and Approximate Time:

4/5 2:00PM

Number of Students Expected to Attend:

11

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

2 Coaches 1 Chaperone. frequent checkins throughout the day when we are not playing. Rooms are Monitored at night..

Cost per student	
Package Amount	1983.00
or Breakdown Amount	
Travel	
Lodging	
Meals	
Breakfast	Included
Lunch	Included
Dinner	Included
Other (Explanation)	
Cost of Trip Per Student	1983.00
Less Club Contribution	250.00
Less Expected Fundraising	what is earned from other fundraisers
Final Cost to Student	1733.00 (students can lower their price with individual fundraisers)

Request for Overnight Field Trip

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

The softball team has hosted the following fundraisers:

- Selling Concessions at a youth wrestling tournament**
- Chicken BBQ**

Students could lower their cost with fundraisers from:

- Pampered Chef**
- Wickedly Scent**
- Calendar Sale**
- Beef Sticks**

Mode of Transportation (include bus service / airline):

Southwest Airlines/ Bussing provided by KSA Events

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

**Cabana Bay Resorts
6550 Adventure Way
Orlando, Florida 32819**

Refund policy/ Insurance or other recoup options:

Travel Insurance through KSA.

May cancel up to 120 Hours before Departure.

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:

Request for Overnight Field Trip

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

- 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

Randy Cook
Name (print) of Trip Coordinator

Randy Cook
Signature of Trip Coordinator

11/16/23
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u>AWC</u>	(Final) _____
Director Of Transportation:	(Initial) _____	(Final) _____
ASI:	(Initial) _____	(Final) _____
Superintendent:	(Initial) <u>[Signature]</u>	(Final) _____
Board of Education:	(Initial) _____	(Final) _____

Introductory Letter

Dear Parent:

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

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

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

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

If you have any questions, please feel free to contact us at:

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

Attachment 1 – Tentative Itinerary

Accommodations:

Cabana Bay Resorts
6550 Adventure Way
Orlando, Florida 32819

Restaurants:

Restaurants provided through a meal plan through KSA events. The team will be dining together at restaurants at the resort (Cabana Bay) and at Universal Studios.

Travel/Motor Coach:

Travel will be by motor coach from the airport to the resort and to the fields and all other needed places, such as Universal Studios. The team will fly out of Rochester International Airport.

Chaperone Contact Information:

Randy Cook - Varsity Softball Coach - 585- 330-0848
Jeff Principio - Assistant Varsity Softball Coach - 585-905-0362
Kristin Broomfield - 570-242-9567

Attachment 2 - FIELD TRIP PERMISSION FORM

Permission slip will be sent via ParentSquare

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

Trip Date _____

Class/Group _____

Teacher/Supervisor _____

Trip Destination _____

Other Planned Stops _____

Planned Departure Time _____ Planned Return Time _____

Departing From _____ Returning To _____

Transportation
Bus _____
Walk _____
Other _____

Additional

To be completed by parent:

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

_____ on _____
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration for **any extended (overnight) field trips**.

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

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

Name _____

Address _____

Telephone _____ Alternate number _____

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

Signature of Parent/Guardian

Date

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

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

We will hold a meeting in March once the season starts

Date of trip: _____

Hotel: TBD

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

Room Assignments _____

Rules/Behavior _____

Students with Medication _____

Trip cancellation policy/ insurance _____

Other: _____

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to **TRIP on DATE**

From: **Name of nursing staff, Name of school(s)**

Re: Medication for **Trip**

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

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by **DATE**.
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the **X Day Trip**. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

Please call us at **# of nurse in charge or district lead nurse** if you have any questions.

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

Revised April 2023

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 requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES.**
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and PRECEDED with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

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

Parent Signature

Date

Student Signature

Date

CANANDAIGUA TBD

Trip

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

1. Drugs, Alcohol and Tobacco

The students of Canandaigua TBD 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 TBD and return to Canandaigua on TBD 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 TBD 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. TBD 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 TBD 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 TBD 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 TBD, TBD, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

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

Student Signature **Date**

Parent/Guardian Signature **Date**

Attachment 8

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Comments: _____

General Trip Tips

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

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

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

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

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

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

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

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

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

ENFORCE THE SCHOOL RULES

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

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

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

Request for Overnight Field Trip

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

The booster club is paying for all player lodging as well as four (4) out of six (6) meals. Students will purchase their own lunches on game days because different kids have different routines before competition.

Mode of Transportation (include bus service / airline):

Parents will transport their own children.

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

49 Florida Ave,
Amsterdam, NY
12010

518-212-2607

<https://www.amsterdamcastle.com/>

If a child
needs transportation,
they will complete
the CCSD
transportation
authorization
form.

Refund policy/ Insurance or other recoup options:

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:

We have been invited back to play in the Amsterdam Showcase which is held on December 27th and 28th in Amsterdam, NY. Being invited is quite an honor as the Showcase includes some of the best teams across four states.

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

- o A detailed itinerary
- o Introductory letter

Request for Overnight Field Trip

- *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*

Michael Brennan MBA
Name (print) of Trip Coordinator Signature of Trip Coordinator

11/7/23
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u>AWC</u>	(Final) <u>AWC</u>
Director Of Transportation:	(Initial) _____	(Final) _____
ASI:	(Initial) _____	(Final) _____
Superintendent:	(Initial) <u>[Signature]</u>	(Final) <u>[Signature]</u>
Board of Education:	(Initial) <u>11/13/2023</u> <u>DS</u>	(Final) _____

Request for Overnight Field Trip

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

Name of Group/Club (building/grade level):

Canandaigua Girls Basketball

Destination:

Amsterdam, NY

Departure Date and Approximate Time:

Dec 26, 2pm

Return Date and Approximate Time:

Dec 28, 4pm

Number of Students Expected to Attend:

12-13

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

3 - Mike Brennan, Matt Falk, Abbey Notter

Students will be monitored by a chaperone when not in their hotel rooms.

JV Coacb Abbey Notter will perform bed checks in the evening.

Cost per student	
Package Amount	250
<i>or</i> Breakdown Amount	
Travel	0
Lodging	150
Meals	
Breakfast	25
Lunch	25
Dinner	50
Other (<i>Explanation</i>)	
Cost of Trip Per Student	250
<i>Less Club Contribution</i>	225
<i>Less Expected Fundraising</i>	
Final Cost to Student	25

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The Canandaigua Girls Basketball team is sponsoring a trip to Amsterdam, NY to play in the Amsterdam Holiday Showcase.**

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

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

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

If you have any questions, please feel free to contact us at:
brennanm@canandaiguaschools.org

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

Attachment 1 – Tentative Itinerary

Accommodations:

TBD

Restaurants:

TBD

Travel/Motor Coach:

TBD

Chaperone Contact Information:

TBD

see attachment

Attachment 2 - FIELD TRIP PERMISSION FORM

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

Trip Date _____

Class/Group _____

Teacher/Supervisor _____

Trip Destination _____

Other Planned Stops _____

Planned Departure Time _____ Planned Return Time _____

Departing From _____ Returning To _____

Coach Brennan + Mrs. Chapman will send through

Parent Sq.

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

Additional

To be completed by parent:

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

_____ on _____
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration for any extended (overnight) field trips.

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

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

Name _____

Address _____

Telephone _____ Alternate number _____

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

Varsity Girls Basketball Amsterdam Tournament

(12/26 - 12/28)

Transportation

1. Parents are transporting their kids:
 1. From Canandaigua to the Hotel and back to Canandaigua after the tournament.
 2. From the Hotel to and from the game site and back
 3. Other predetermined locations
2. Parents should not plan on taking their kid anywhere that is not on the itinerary until we leave Amsterdam after our second game.
3. **Players cannot ride with someone else's parent unless the attached document has been signed.**
 1. **This needs to be done WELL in advance because it needs an administrator's signature.**
4. Obviously parents can come and go as they please, I just ask that you are available to transport according to the itinerary below.

Hotel/Food

1. The girls will be staying in suites together and Coach Notter will be doing bed checks to make sure everyone is accounted for.
2. The booster club will pay for the hotel cost for players
3. The booster club will also pay for breakfast (Bagels, muffins, yogurt, fruit etc) and lunch (Pizza or sub tray) on the 28th.
4. The girls should bring money for Dinner on the evening of the 27th as well as any lunches
5. Please have a discussion with your daughter about the fact that we are not alone in this hotel and we should conduct ourselves accordingly.

ITINERARY

December 26th

1. 1230: Walk through/Film on Albany Academy
2. 200: Depart Canandaigua for Amsterdam
3. 500: Check in to The Castle Hotel
4. 630: Team Dinner (Pizza/Wings provided by booster club)
5. 1000: Lights out

December 27th

1. 900: Breakfast as a team (Bagels, muffins, fruit, juice provided by booster club)
2. 1000: Film/Scouting
3. 1230: Watch Shaker vs. Hanover (we will treat this like a JV game)
4. 200: Play Albany Academy
5. 330: Scout Shen vs. Walkkill (Players can leave at halftime for Hotel)
6. 600: Team Dinner
7. 730: Film/Scouting on Shen
8. 1000: Lights out

December 28th

1. 930: Breakfast as a team (Bagels, muffins, fruit, juice provided by booster club)
2. 1000: Scouting/Walk Thru
3. 1230: Watch Colonie vs. Holy Redeemer (we will treat this like a JV game)
4. 200: Play Shenendahowa
5. 400: Depart Amsterdam

AMSTERDAM HOLIDAY COLLEGE SHOWCASE



DECEMBER 27, DECEMBER 28 & DECEMBER 29

Our event hosts many of the top girls' basketball teams in the Northeast & Canada.

2023 Schedule:

(All games held at Amsterdam High School)

WEDNESDAY, DECEMBER 27:

11:00	UTICA NOTRE DAME vs. AMSTERDAM
12:30	SHAKER vs. HANOVER (NH)
2:00	ALBANY vs. CANANDAIGUA
3:30	SHENENDEHOWA vs. WALLKILL
5:00	CHAMPLAIN VALLEY UNION (VT) vs. KINGSTON
6:30	SÉMINAIRE SAINT-FRANÇOIS (QUÉBEC) vs. BETHLEHEM

THURSDAY, DECEMBER 28:

11:00	WALLKILL vs. SHAKER
12:30	HANOVER vs. JOHNSON CITY
2:00	CANANDAIGUA vs. SHENENDEHOWA
3:30	WEBSTER SCHROEDER vs. SÉMINAIRE SAINT-FRANÇOIS
5:00	BROOKLYN LAW & TECH vs. AMSTERDAM
6:30	WARWICK vs. COLONIE
8:00	HOLY REDEEMER (PA) vs. ALBANY

FRIDAY, DECEMBER 29:

11:00	HANOVER vs. BROOKLYN LAW & TECH
12:30	COLONIE vs. HOLY REDEEMER
2:00	SHENENDEHOWA vs. WARWICK
3:30	BETHLEHEM vs. WEBSTER SCHROEDER
5:00	JOHNSON CITY vs. UTICA NOTRE DAME
6:30	COLUMBIA vs. CHAMPLAIN VALLEY UNION

***2ND TEAM LISTED WILL BE CONSIDERED THE HOME TEAM (LIGHT COLOR JERSEY)**

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

Signature of Parent/Guardian

Date

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date TBD

see attached

Date of trip: _____

Hotel: TBD

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

Room Assignments _____

Rules/Behavior _____

Students with Medication _____

Trip cancellation policy/ insurance _____

Other: _____

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to **TRIP on DATE**

From: **Name of nursing staff, Name of school(s)**

Re: Medication for **Trip**

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

- All medications require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by **DATE**.
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the **X Day Trip**. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

Please call us at **# of nurse in charge or district lead nurse** if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Identify Name of Trip Below

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

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

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

- Allergies to food, medicine, or bites Asthma
- Breathing or lung problems Cardiac (Heart) problems
- Diabetes Seizure disorder
- Bones or Joints Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

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

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

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

I attest that this student has demonstrated to me that they can self-administer the medication (s) listed above safely and effectively, and may carry and use this medication independently at school/for school sponsored activities.

Health Care Provider's Signature

Date

Parent/Guardian signature

Date

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

Parent / Guardian Signature

Date

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

Revised April 2023

Attachment 7

Behavior Expectations/Monitoring Guidelines

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

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

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

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

Parent Signature

Date

Student Signature

Date

CANANDAIGUA TBD

Trip

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

1. Drugs, Alcohol and Tobacco

The students of **Canandaigua TBD** 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 TBD and return to Canandaigua on TBD** 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 **TBD** 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. **TBD** 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 **TBD** 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 **TBD** 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 TBD, TBD, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

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

Student Signature **Date**

Parent/Guardian Signature **Date**

Attachment 8

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Comments: _____

General Trip Tips

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

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

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

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

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

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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:

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1. Upon arrival to each location- before students are allowed to unload
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3. After curfew
4. Other times as necessary

ENFORCE THE SCHOOL RULES

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

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

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

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): **Varsity Wrestling Boys/Girls**

Destination: **Oswego State University, Laker Hall**

Departure Date and Approximate Time: [redacted]

December 29th 5:30 am

Return Date and Approximate Time: [redacted]

Dec. 30th 7:00 pm

Number of Students Expected to Attend:

15 boys / 10 girls

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

2 Coaches, 10 parents?

Cost per student	
Package Amount	
or Breakdown Amount	
Travel	
Lodging	
Meals	
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	0
Less Club Contribution	
Less Expected Fundraising	

Request for Overnight Field Trip

Final Cost to Student	0
-----------------------	---

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):

Parents / Coaches Carpooling

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

Home 2 Suites Hilton Oswego

252 NY 104 Oswego, NY 13126

315-343-2000

Refund policy/ Insurance or other recoup options:

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:

We will be attending a wrestling tournament at Oswego State University. The event will be Fri. Dec 29 & Sat. Dec. 30th,

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

Request for Overnight Field Trip

Attachment 1 – Tentative Itinerary

Accommodations:

TBD Home 2 Suites
252 NY 104, Oswego, NY 13126

Restaurants:

TBD

Travel/Motor Coach:

TBD Car pooling . forms will be completed

Chaperone Contact Information:

TBD

Mike Cuppennell
585.259.8663

Request for Overnight Field Trip

Name (print) of Trip Coordinator

Signature of Trip Coordinator

Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:

(Initial) AWC

(Final) AWC

Director Of Transportation:

(Initial) _____

(Final) _____

ASI:

(Initial) _____

(Final) _____

Superintendent:

(Initial) [Signature]

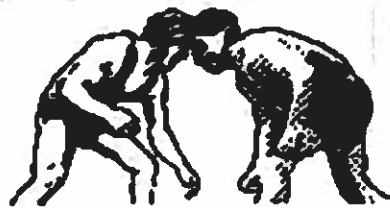
(Final) [Signature]

Board of Education:

(Initial) _____

(Final) _____

Haines Memorial Tournament



Dates: Boys Division - December 29 & 30, Friday / Saturday
Girls Division - December 30, 2022

Location: Oswego State University - Laker Hall

Tournament Hosts: Fulton High School and Oswego State

Format: 32 Man Brackets (Possibly with pigtails). Full wrestle-backs to 3rd & 4th, 5th & 6th, 7th & 8th.
restling on six mats in one room.

weigh-Ins: Friday morning, December 29th, 7:00-8:00 am (2 pound allowance) and Saturday morning, December 30th, 7:30-8:30 am (3 pound allowance)

restling: Begins at 10:00 am on Friday, December 28th with pig-tail rounds through quarter-finals and full wrestle-back rounds. Wrestling resumes Saturday morning at 9:00 am with the remainder of the wrestle backs. Semi-finals begin at approximately 10:30 AM followed by wrestle-backs, medal round and finals.

Rules:

- We will plan to wrestle through to the quarter finals on day 1.
- If you lose twice on day 1, you are out of the tournament.

tries: A team may enter up to 18 wrestlers with no more than two entries per weight class. All 18 wrestlers score team points.

rding: Accomplished under a set criteria sent via email correspondence prior to the tournament.

ards: Boys - Individual awards 1st - 8th, MOW, Team awards 1st - 3rd place.
Girls - Individual awards 1st - 5th, MOW, Team award 1st - 3rd place.

try Fee: \$600 — Checks payable to **Fulton Wrestling Club**, 3107 State Rt. 48, Oswego, NY 13126

Girls Division:

- Teams entering the Girls division will pay the \$500 for a team of more than 8 wrestlers, \$250 for less than 8 wrestlers.
- **The girls division will run on Day 2 (December 30th) only**

ontact: Coach Mike Conners
Phone (315)532-1843 or Email Mconners1@Fulton.cnyric.org

Attachment 2 - FIELD TRIP PERMISSION FORM

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

Trip Date _____

Class/Group _____

Teacher/Supervisor _____

Trip Destination _____

Other Planned Stops _____

Planned Departure Time _____ Planned Return Time _____

Departing From _____ Returning To _____

Additional

Transportation
Bus _____
Walk _____
Other _____

*Mr. Cuppennell
will
work w/ Mrs.
Chapman
to use
Parent Sq.*

To be completed by parent:

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

_____ on _____.
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration for any extended (overnight) field trips.

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

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

Name _____

Address _____

Telephone _____ Alternate number _____

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

Signature of Parent/Guardian Date

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

Signature of Student Date

through ParentSquare

Request for Overnight Field Trip

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date TBD

Date of trip: 12/29 - 12/30

Hotel: TBD Home 2 Suites
252 NY 104, Oswego NY 13126

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

Other: This will be covered with the parents

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to TRIP on DATE

From: Name of nursing staff, Name of school(s)

Re: Medication for Trip

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

- All medications require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by DATE.
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the X Day Trip. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

Please call us at # of nurse in charge or district lead nurse if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Identify Name of Trip Below

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

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

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

- Allergies to food, medicine, or bites
- Breathing or lung problems
- Diabetes
- Bones or Joints
- Asthma
- Cardiac (Heart) problems
- Seizure disorder
- Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

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

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

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

I attest that this student has demonstrated to me that they can self-administer the medication (s) listed above safely and effectively, and may carry and use this medication independently at school/for school sponsored activities.

Health Care Provider's Signature Date Parent/Guardian signature Date

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

Parent / Guardian Signature Date

*If your student requires emergency care while on the trip, the supervising teacher will call you to inform you of the circumstances and to obtain permission for treatment. If you cannot be reached promptly, please name another person (relative or close friend) who can speak for you. If no contact person can be reached, the health care providers(s) will act in the child's best interest. Revised April 2023

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 requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES.**
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and PRECEDED with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

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

Parent Signature

Date

Student Signature
CANANDAIGUA TBD
Trip

Date

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

1. Drugs, Alcohol and Tobacco

The students of Canandaigua TBD 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 TBD and return to Canandaigua on TBD 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 TBD 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. TBD 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 TBD 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 TBD 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 TBD, TBD, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

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

Student Signature

Date

Parent/Guardian Signature

Date

Attachment 8

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

1. Was the trip a positive experience for you/your child?
Yes No

2. Would you recommend this trip for future teams/students?
Yes No

3. Were there fundraising opportunities provided for you/your family to meet the financial requirements of this trip?
Yes No

4. Would you recommend any changes for this trip in the future?
Yes No

Comments: _____

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the *hotel safe*. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE or BUDDY!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
 - One suitcase for under the bus.
 - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always **ON TIME!**
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