

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

Business

1. Treasurer's Report
2. Budget Status Report
3. Revenue Status Report
4. Canon of Literature- *Initial Approval*
5. Athletic Trips- Initial Approval
6. Field Trip- Initial Approval
7. State Contract
8. Spring Student Teacher Placement
9. Spring Field Experience (120 Hours)
10. Spring Field Experience (40 Hours)
11. Surplus Items
12. Athletic Volunteers
13. Agreement
14. Recommendations of the Committee on Special Education

Personnel

***End of Consensus Agenda***

- IX. Board Committee Reports**
  - Audit Committee- Mr. Milton Johnson- November 3, 2023
- X. District Committee Reports**
  - Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas- November 8, 2023
- XI. Closing Remarks**  
(*President, Board of Education and/or Superintendent*)

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. President's Comments**
- Remarks
  - Correspondence
- IV. Superintendent's Report**
- Remarks
  - Correspondence
  - Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)
- V. Board Student Representative- Taryn Bjorling**
- VI. Board Meeting Minutes** **(BOARD ACTION)**
- October 30, 2023- Regular Meeting Minutes
- VII. October 2023 Warrant Review (Mr. Johnson and Mrs. Miller)** **(BOARD ACTION)**
- 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)
- VIII. 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 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*

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

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

### 6. Field Trip- *Initial Approval*

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

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

### 7. State Contract

Approval 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

Mrs. Emily Bonadonna, Primary School Principal, and Mr. Brian Amesbury, Elementary School Principal recommend 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

Mr. John Arthur, Middle School Principal recommends 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

Mrs. Marissa Logue, Academy Principal recommends the following:

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

### 9. Spring Field Experience (120 Hours)

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

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

### 10. Spring Field Experience (40 Hours)

Mrs. Emily Bonadonna, Primary School Principal, and Mr. Brian Amesbury, Elementary School Principal recommend 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



Mr. John Arthur, Middle School Principal recommends 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

Mrs. Marissa Logue, Academy Principal recommends the following:

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

## 11. Surplus Items

Approval 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

Mrs. Caroline Chapman, Athletic Director is requesting approval for Eric Mann to be a volunteer bowling coach.

## 13. Agreement

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

## 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 Delpriore	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.

2. Instructional Personnel

A. 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>
Aaron Mundell	Social Studies Teacher	Middle School	11/15/2023 – 1/3/2024

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.

John Donohue

3) Non-Certified Substitute Teachers

The following individual has 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.

Mikayla Owren

4) Contract Substitute Teachers

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

Lisa Young

6) Co-Curricular Positions 2023 – 2024 School Year

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

Tom Daly – Indoor Track (0.5 FTE)

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**End of Consensus Agenda**

**IX. Board Committee Reports**

- **Audit Committee- Mr. Milton Johnson- November 3, 2023**

**X. 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- November 8, 2023**
- Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller
- Safety / Health / Security Committee- Mr. John Polimeni

**XI. 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

**XII. Closing Remarks**

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

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The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, October 30, 2023 at 5:00 p.m. at the Academy, President Grimm presiding.

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

**BOARD MEMBERS ABSENT:** Megan Personale

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

**BOARD DISTRICT CLERK:** Deborah Sundlov

***Executive Session***

Upon a motion made by Mrs. Calabrese, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved calling an Executive Session at 5:00 p.m. discuss the employment of one particular person.

***Return to Open Session***

Upon a motion made by Ms. Tessendorf, seconded by Dr. Schneider, with all present voting yes, the Board of Education returned to Open Session at 5:30 p.m.

*The Board took a break from 5:30 p.m. to 6:30 p.m.*

***Board Student Representative***

Taryn Bjorling reported out that seniors are working on their college essays, the fall play *The Outsiders* will be this weekend at the Academy, and the senior trip will take place on November 18-20 to New York City.

***Board Meeting Minutes***

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the October 16, 2023 Regular Board Meeting minutes.

**APPROVED: MINUTES**

***September 2023 Warrant Review***

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

**APPROVED: SEPTEMBER WARRANTS**

- A-26 General 9009196-9009248 (ACH)
- A-27 General 17634-17704 (Check Print)
- A-28 General 17625-17633 (In House)
- A-29 General 12597211, 12626811, 12626819, 12626822 (Manual)
- A-32 General 9009249-9009310 (ACH)
- A-33 General 17710-17786 (Check Print)
- A-34 General 17705-17709, 17787-17789 (In House)
- C-6 Cafeteria 2866-2872
- C-7 Cafeteria 2873-2893
- F-12 Federal 9000462-9000463 (ACH)
- F-13 Federal 921-922 (Check Print)
- F-14 Federal 924 (Check Print)
- F-15 Federal 9000464-9000466 (ACH)
- F-16 Federal 923 (In House)

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H-10 Capital 626-633 (Check Print)  
H-11 Capital 634-636 (Check Print)  
H-12 Capital 9000215 (ACH)  
C-29 General Manual Checks-School Food Services (A fund to C fund transfer/payment)

### Consensus Agenda

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

#### **APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDAS**

A board member expressed their appreciation for Superintendent Farr, the committee and, community for navigating the change in the mascot, name, and symbol, and also stressed their disappointment with the New York State Education in the way the requirements were handed down to districts.

### Business

#### 1. Amendment to Safety Plan

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

#### 2. Surplus Music Instruments

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

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

#### 3. Field Trip- Final Approval

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

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

#### 4. Athletic Trip- Final Approval

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

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

#### 5. Field Trip- initial Approval

the request of Mrs. Marissa Logue for initial approval of the following trip:

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

#### 6. Athletic Volunteers

the request of Mrs. Caroline Chapman for the below winter volunteers for the athletic department:

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



**7. Rates**

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

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

**8. Contract Extension**

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

**9. Change Order**

of a change order in the amount of \$309,857.96 for a PA system at the Middle School under state contract PT688505SB.

**10. Real Property Tax Corrections**

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

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

**11. Mascot/Symbol/Name**

of the district mascot/symbol/name as selected by students, families, district residents, alumni, and staff over four separate votes.

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

recommendations of the Committee on Special Education meeting dates of: June 9, 2023; September 19, 2023; September 22, 2023; September 27, 2023; September 28, 2023; October 2, 2023; October 5, 2023; October 6, 2023; October 10, 2023; October 11, 2023; October 12, 2023; October 13, 2023; October 14, 2023; October 16, 2023; October 17, 2023; October 18, 2023; October 19, 2023; and October 20, 2023.

**Personnel**

**1. Non-Instructional Personnel**

**A. Removals**

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

**B. Appointments**

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Kevin Clark	School Bus Driver	9/27/2023	\$24.66/hr.
Amber Catchpole	Substitute Teacher Aide	10/16/2023	\$15.00/hr.
Chanteal Yehl	School Monitor	11/1/2023	\$15.07/hr.
William Bement	Bus Driver Trainee	10/27/23	\$14.20

**2. Instructional Personnel**

**A. Resignation**

- 1) of Jessica Collins who resigned from her stipend position of Canandaigua Lake Middle School Team Leader, effective October 13, 2023.

**B. Appointments**

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

1) Certified Substitute Teacher

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

Christy Mastin

2) Mentor

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

Holly Wolf

3) New Compensated Clubs

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

Middle School Youth Activation Club (YAC)  
Academy Youth Activation Club (YAC)

4) Co-Curricular Positions 2023 – 2024 School Year

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

Accompanist	Lisa Hough
Accompanist	Heidi Bjorling
Accompanist	Cindy Maracle
Accompanist	Jenny Cerne
Middle School Youth Activation Club (YAC)	Beth Aparo
Academy Youth Activation Club (YAC)	Alex Hennessy
Co-Team Leader Canandaigua Lake	Nicole Kone

5) Winter Sports Coaches 2023-2024 School Year

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

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

***End of Consensus Agenda***

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***District Committee Reports***

Character Education Committee

Mr. Milton Johnson reported out on behalf of Character Education Committee which met on October 26, 2023. Introductions were made for all in attendance, share outs from the buildings included the farmers market, fall festival, fire prevention, red ribbon week, pumpkin walk, and unified sports. Discussed reimagining and reinvigorate for the coming school year. Next meeting is January 25.

***Upcoming Events***

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

***Adjournment***

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:39 p.m. The next Regular meeting will be on November 13, 2023 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk

Treasurer's Report  
Cafeteria  
September 1 - September 30, 2023

<b>Balance Forward:</b>	<b>September 1, 2023</b>	828,760.62
<b>Receipts</b>		
	NYS Meal Claims	
	Cafeteria Deposits - Sent by School Café	14,164.24
	Cafeteria Deposits - Sent by D.O.	
	Account Deposits - Online	53,036.05
	Federal Meal Claims	
	Refunds	62.65
	Commissions	548.64
	Excess lunch deposit	
	Rebates	
	Federal Supply Chain Assistance	
	Donation	
	Invoices	4,084.16
	Interest	2,629.80
		74,525.54
	<b>Total Receipts</b>	
<b>Disbursements</b>		
	Warrant	(52,939.42)
	Sales Tax	
	Xfer to General	
	Payroll 9/15/23	(5,702.75)
	Payroll 9/30/23	(23,864.53)
		(82,506.70)
	<b>Total Disbursements</b>	
<b>Balance on Hand:</b>	<b>September 30, 2023</b>	<b>\$ 820,779.46</b>

**Bank Reconciliation**

<b>Bank Statement</b>			
	CNB 5115	0.03%	252,611.46
	CNB Paypal	0.00%	-
	NYCLASS 0010		613,240.63
	Deposit in transit (MS Café Deposit)		124.85
	Deposit in transit (Inv 231465)		
	Outstanding Checks		(45,197.48)
	<b>Reconciled Balance</b>		<b>\$ 820,779.46</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
11/7/2023

**Reviewed by:** \_\_\_\_\_

Treasurer's Report  
Capital Savings  
September 1 - September 30, 2023

**Balance Forward:        September 1, 2023** 10,354,047.33

**Receipts**

Receipts		
Xfer from Capital Checking CNB		
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	37,663.10	
Total Receipts	37,663.10	37,663.10

**Disbursements**

Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation	(2,907,926.48)	
Due to DS		
Total Disbursements	(2,907,926.48)	(2,907,926.48)

**Balance on Hand:        September 30, 2023** \$ 7,483,783.95

**Bank Reconciliation**

Bank Statement    CNB 2223	0.03%	38,939.16
Bank Statement    NYCLASS		7,444,844.79
Xfer in transit (to Correct NYCLASS Acct)		

**Reconciled Balance** \$ 7,483,783.95

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2023**

**Reviewed by:** \_\_\_\_\_

Treasurer's Report  
Capital Now  
September 1 - September 30, 2023

**Balance Forward: September 1, 2023** 1,023,097.26  
**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	2,907,926.48	
Xfer from General to settle interfund loans		
Refund (Terracon)		
Interest		
<b>Total Receipts</b>		<b>2,907,926.48</b>

**Disbursements**

Warrant	(3,013,085.98)	
Xfer to Capital Savings		
Prior month correction		
Due to DS		
Due to General		
<b>Total Disbursements</b>		<b>(3,013,085.98)</b>

**Balance on Hand: September 30, 2023** \$ 917,937.76

**Bank Reconciliation**

Bank Statement	CNB 5645	
	Chase 1109	1,071,062.16
Deposit in Xfer		
Outstanding Checks		(153,124.40)
<b>Reconciled Balance</b>		<u><u>\$ 917,937.76</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2023**

**Reviewed by:** \_\_\_\_\_

Treasurer's Report  
Debt Service  
September 1 - September 30, 2023

<b>Balance Forward:</b>	<b>September 1, 2023</b>		780,956.20
<b>Receipts</b>			
	Due from Capital		
	BAN Premium		
	Interest - CD	2,408.43	
	Interest - Checking	44.08	
	<b>Total Receipts</b>	<hr/>	2,452.51
<b>Disbursements</b>			
	Xfer to General	-	
	<b>Total Disbursements</b>	<hr/>	-
<b>Balance on Hand:</b>	<b>September 30, 2023</b>		<u><u>\$ 783,408.71</u></u>

**Bank Reconciliation**

Bank Statement	CNB 7123	221,984.06
Bank Statement	CD 7700	561,424.65
Deposit in transit (refund of CNB wire fee)		
	<b>Reconciled Balance</b>	<u><u>\$ 783,408.71</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer  
11/7/2023

Reviewed by: \_\_\_\_\_



Treasurer's Report  
Deductions  
September 1 - September 30, 2023

**Balance Forward: September 1, 2023** 95,497.02

**Receipts**

PR 9/15	1,795,608.93	
PR 9/30	2,012,154.73	
Xfer for TSA contribution (ER)	91,606.98	
XFER from VEBA for funding		
Retiree Accrued benefit payouts		
ERS Adjustments	39.07	
Xfer from General Now		
OMNI Refund		
Interest	4.32	
<b>Total Receipts</b>	<b>3,899,414.03</b>	

**Disbursements**

Warrant	(3,807,763.66)	
Sales Tax remittance		
BRI Balance due		
ERS Adjustments		
Omni TSA Contributions (ER)	(91,606.98)	
Xfer to Gen Now		
PCORI Fee		
Due to General		
<b>Total Disbursements</b>	<b>(3,899,370.64)</b>	

**Balance on Hand: August 31, 2023** **\$ 95,540.41**

**Bank Reconciliation**

Bank Statement	CNB 8615	0.03%	137,021.45
Charge in-transit (ERS)			(15,299.10)
Charge in-transit (OMNI)			(15,704.48)
NYS Payroll tax payment in-transit			
Outstanding Checks			(10,477.46)

**Reconciled Balance** **\$ 95,540.41**

Respectfully Submitted,



**Cullen Spencer, Treasurer**  
11/7/2023

**Reviewed by:** \_\_\_\_\_

Treasurer's Report  
Federal  
September 1 - September 30, 2023

**Balance Forward:            September 1, 2023** 740,184.81

**Receipts**

IDEA 611	
IDEA 619	
ARP-IDEA 611	
Federal COVID Stimulus - CRRSA	
Federal COVID Stimulus - ARPA	
Summer 4408 (ESY)	
Title IA	
Title III ENL	
Title IIIA	
Title IV	
Title IIA	
UPK	
UPK - ARPA	
ARP-Homeless	117.00
	117.00
<b>Total Receipts</b>	<b>117.00</b>

**Disbursements**

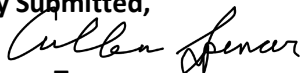
Warrant - Checks	(72,711.25)
Warrant - ACH	(20,487.89)
Due to General	
PR Adjustments	
XFER to Gen for Summer School 2020	
PR 9-15	(172,642.68)
PR 9-30	(116,925.45)
	(382,767.27)
<b>Total Disbursements</b>	<b>(382,767.27)</b>

**Balance on Hand:            August 31, 2023** **\$ 357,534.54**

**Bank Reconciliation**

Bank Statement	Chase 1117	0.00%	359,632.79
Outstanding Checks			(2,098.25)
Deposit in transit (xfer from Gen Muni)			
			<b>\$ 357,534.54</b>
		<b>Reconciled Balance</b>	

Respectfully Submitted,



Cullen Spencer, Treasurer  
11/7/2023

Reviewed by: \_\_\_\_\_

Treasurer's Report  
General Muni  
September 1 - September 30, 2023

**Balance Forward: September 1, 2023** 29,089,488.16

**Receipts**

STAR		
Gen Aid	6,529,813.89	
VLT	95,869.44	
Excess Cost Aid	191,307.00	
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 Deductions		
Xfer from Leadership for PSAT Proctors		
Xfer from Tax Collections		
Xfer from Gen Now		
Xfer from Gen Paypal		
Due from Payroll		
Chromebook sales		
Interest	56,396.05	
<b>Total Receipts</b>	<b>56,396.05</b>	<b>6,873,386.38</b>

**Disbursements**

Xfer to General Now	(7,300,000.00)	
Xfer to VEBA		
Xfer to Deductions for Retiree 403B payout		
Loan to Capital for Asset Preservation		
Loan to Capital for Bus purchase		
<b>Total Disbursements</b>	<b>(7,300,000.00)</b>	

**Balance on Hand: September 30, 2023** **\$ 28,662,874.54**

**Bank Reconciliation**

Bank Statement		
CNB 4323		3,812,807.21
NYCLASS 01-1165-0006		3,431,368.85
CNB CD 9981		-
CNB CD 7795		7,254,778.48
CNB CD 7993		-
CNB CD 9345		6,000,000.00
CNB CD 9618		-
CNB CD 1006		5,163,920.00
CNB CD 2894		3,000,000.00

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

**Reconciled Balance** **\$ 28,662,874.54**

Respectfully Submitted,



Cullen Spencer, Treasurer  
11/7/2023

Reviewed by: \_\_\_\_\_

Treasurer's Report  
General Now  
September 1 - September 30, 2023

**Balance Forward: September 1, 2023** 1,903,671.01

**Receipts**

Tax Collections - Net of NSF & Adjustments	
County Prior Year Taxes	
County Tax Penalty	
Medical Payroll Deductions	67,161.53
Dental Payroll Deductions	7,270.92
Invoices	30,738.83
City Prior Year Taxes	15,835.78
City Tax Penalty	1,957.32
PILOT	
BOCES	
Refunds	
Student Fees	54.03
Donations	
Insurance Recovery	
E-rates	
Misc	35.00
Scrap	416.00
Square Chromebook sales	
Xfer from Gen Muni	7,300,000.00
Xfer from Café	
Positive Pay rejection	
Xfer from Deductions	
Retiree Health ACH	
Xfer from Capital	
Xfer from Federal	
Interest	1,945.98
Total Receipts	7,425,415.39

**Disbursements**

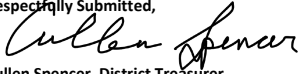
Warrant	(1,615,647.59)
Xfer to Capital	
Payroll 9/15	(1,617,263.50)
Payroll 9/30	(1,871,364.75)
Small balance adjustment	
Xfer to Extracurricular for Coffee	
Health Insurance Wire	(2,104,924.43)
ERS Annual Invoice	
Xfer to Payroll	
Loan to Capital for Asset Pres	
Xfer to Gen Muni	
Xfer to Deductions	(91,606.98)
BAN Principal	
BAN Interest	
H S A Fundings	(25,311.11)
Loan to Federal	
Bond Interest	
Bond Principal	
Check Print Postage	(84.24)
Total Disbursements	(7,326,202.60)

**Balance on Hand: September 30, 2023** \$ 2,002,883.80

**Bank Reconciliation**

<b>Bank Statement</b>	
CNB 9172	673,987.68
Tax Collection 6026	
Chase Lockbox 6841	1,472,490.22
CNB 3427	
Outstanding Checks	(143,594.10)
Deposit in-transit (from Gen Muni)	
Charge in-transit (Extracurricular Square sales)	
Charge in-transit (Payroll HSA)	

**Reconciled Balance** \$ 2,002,883.80

Respectfully Submitted,  
  
Cullen Spencer, District Treasurer  
11/7/2023

Reviewed by: \_\_\_\_\_

Treasurer's Report  
Leadership  
September 1 - September 30, 2023

**Balance Forward: September 1, 2023** \$ 75,867.12  
**Receipts**

Vanco RevTrak Revenue	840.00	
Donation from Extracurricular		
Interest	246.86	
Cash Receipt Query Attached	3,829.50	
Total Receipts		4,916.36

**Disbursements**

Warrant	(147.37)	
FNBO Credit Card		
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Trust Memorial		
Write-off NSF check #500 (Crockton)		
Total Disbursements		(147.37)

**Balance on Hand: September 30, 2023** \$ 80,636.11

**Bank Reconciliation**

Bank Statement CNB 4762		24,162.13
Bank Statement NYCLASS 0009		57,574.86
Less Outstanding Checks		(1,016.88)
Charge in-transit - RevTrak deposit correction		(84.00)
Deposit in-transit - Xfer from Trust Mem for SS donation		
<b>Reconciled Balance</b>		<b>\$ 80,636.11</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2023**

**Reviewed by:** \_\_\_\_\_

Treasurer's Report  
Payroll  
September 1 - September 30, 2023

<b>Balance Forward:</b>	<b>September 1, 2023</b>		11,713.25
<b>Receipts</b>			
	Net Payroll 9/15	1,214,974.15	
	Net Payroll 9/30	1,334,622.40	
	Xfer from Gen Now		
	ACH Return	100.00	
	Payroll adjustments		
	Interest	3.62	
	<b>Total Receipts</b>	<hr/>	2,549,700.17
<b>Disbursements</b>			
	Payroll Checks	(62,870.71)	
	Payroll Dir Dep 9/15	(1,198,659.73)	
	Payroll Dir Dep 9/30	(1,288,066.11)	
	Adj for negative PR checks		
	Xfer to General Now		
	<b>Total Disbursements</b>	<hr/>	(2,549,596.55)
<b>Balance on Hand:</b>	<b>September 30, 2023</b>		<hr/> <b>\$ 11,816.87</b> <hr/>

**Bank Reconciliation**

Bank Statement	CNB 7815	0.03%	55,580.58
Outstanding Checks			(43,763.71)
Deposit in transit - Stop payment fee refund			
Small balance adj			
	<b>Reconciled Balance</b>		<hr/> <b>\$ 11,816.87</b> <hr/>

Respectfully Submitted,



Cullen Spencer, Treasurer  
11/7/2023

Reviewed by: \_\_\_\_\_

Treasurer's Report  
Trust Memorial  
September 1 - September 30, 2023

**Balance Forward: September 1, 2023** 378,366.82

**Receipts**

Dividends		
Academy Trust		
Sara Shenkman	18.07	
Donations/Contributions	2,000.00	
Investment Results		
Stale-Dated Check write-offs		
Interest	0.27	
Total Receipts		2,018.34

**Disbursements**

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

**Balance on Hand: September 30, 2023** \$ 380,385.16

**Bank Reconciliation**

Bank Statement	CNB Invest	369,713.15
Bank Statement	CNB 6516	11,647.01
Less Outstanding Checks		(975.00)
Charges in-transit (To Leadership for SS donation)		
<b>Reconciled Balance</b>		<u><u>\$ 380,385.16</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
11/7/2023

**Reviewed by:** \_\_\_\_\_

Treasurer's Report  
Unemployment Reserve  
September 1 - September 30, 2023

**Balance Forward:      September 1, 2023** 472,000.68

**Receipts**

Interest Earnings on CD  
Xfer from General  
Interest

93.75

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Total Receipts

93.75

**Disbursements**

Xfer to general for Claim pymnt

Total Disbursements

-

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**Balance on Hand:      September 30, 2023**

\$    472,094.43

**Bank Reconciliation**

Bank Statement    CNB 5716

472,094.43

Bank Statement    CD 7719

-

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**Reconciled Balance**

\$    472,094.43

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**11/7/2023**

**Reviewed by:** \_\_\_\_\_



Treasurer's Report  
VEBA  
September 1 - September 30, 2023

**Balance Forward:      September 1, 2023** 419,185.48  
**Receipts**

Veba Recon from General		
Interest Earnings on CD		
Due from General		
Interest	1,752.08	
<b>Total Receipts</b>	<b>1,752.08</b>	<b>1,752.08</b>

**Disbursements**

Funding to BRI		
Xfer for Veba Funding		
BRI Admin Fees		
Xfer to General for Admin Fees	-	
<b>Total Disbursements</b>	<b>-</b>	<b>-</b>

**Balance on Hand:      September 30, 2023** \$ 420,937.56

**Bank Reconciliation**

Bank Statement    CNB 3023		12,628.72
Bank Statement    CD 7735		408,308.84
<b>Reconciled Balance</b>		<b>\$ 420,937.56</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2023**

**Reviewed by:** \_\_\_\_\_

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2023 To 9/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">A 1001</a>	Real Property Tax	51,098,000.00	0.00	51,098,000.00	0.00	51,098,000.00
<a href="#">A 1081</a>	Other Payment in Lieu of Taxes	658,094.00	0.00	658,094.00	0.00	658,094.00
<a href="#">A 1090</a>	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	1,957.32	173,042.68
<a href="#">A 1335</a>	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	874.03	4,125.97
<a href="#">A 2230</a>	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	0.00	160,000.00
<a href="#">A 2280</a>	Health Services for Other Districts	55,000.00	0.00	55,000.00	0.00	55,000.00
<a href="#">A 2401</a>	Interest and Earnings	150,000.00	0.00	150,000.00	302,255.88	-152,255.88
<a href="#">A 2440</a>	Rental of Buses	10,000.00	0.00	10,000.00	17,485.87	-7,485.87
<a href="#">A 2650</a>	Sale of Scrap and Excess Materials	2,500.00	0.00	2,500.00	6,932.88	-4,432.88
<a href="#">A 2666</a>	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	0.00	50,000.00
<a href="#">A 2680</a>	Insurance Recoveries	0.00	0.00	0.00	1,005.20	-1,005.20
<a href="#">A 2701</a>	Refund of Prior Year Expenses	75,000.00	0.00	75,000.00	696.51	74,303.49
<a href="#">A 2770</a>	Other Unclassified Revenues	60,000.00	0.00	60,000.00	78,992.78	-18,992.78
<a href="#">A 3101</a>	Formula Operating Aid	31,631,165.00	0.00	31,631,165.00	2,615,786.86	29,015,378.14
<a href="#">A 3102</a>	VLT Lottery Aid	0.00	0.00	0.00	5,091,476.33	-5,091,476.33
<a href="#">A 3103</a>	BOCES Aid	2,100,000.00	0.00	2,100,000.00	0.00	2,100,000.00
<a href="#">A 3104</a>	Tuition Aid (Chapters 47, 66, and 721)	150,000.00	0.00	150,000.00	0.00	150,000.00
<a href="#">A 3260</a>	Texbook Aid	195,000.00	0.00	195,000.00	0.00	195,000.00
<a href="#">A 3261</a>	Computer Hardware Aid	50,000.00	0.00	50,000.00	0.00	50,000.00
<a href="#">A 3262</a>	Computer Software Aid	49,000.00	0.00	49,000.00	0.00	49,000.00
<a href="#">A 3263</a>	Library Media Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
<a href="#">A 3289</a>	Other State Aid	15,000.00	0.00	15,000.00	0.00	15,000.00
<a href="#">A 4601</a>	Medicaid Assistance	110,000.00	0.00	110,000.00	0.00	110,000.00
<b>A Totals:</b>		<b>86,818,759.00</b>	<b>0.00</b>	<b>86,818,759.00</b>	<b>8,117,463.66</b>	<b>78,701,295.34</b>
<a href="#">C 1240</a>	Qualified Breakfast Sales	50,000.00	0.00	50,000.00	6,510.00	43,490.00
<a href="#">C 1245</a>	Other Breakfast Sales	10,000.00	0.00	10,000.00	479.90	9,520.10
<a href="#">C 1440</a>	Qualified Lunch Sales	330,000.00	0.00	330,000.00	30,780.00	299,220.00
<a href="#">C 1445</a>	Other Lunch Sales	145,000.00	0.00	145,000.00	15,884.55	129,115.45
<a href="#">C 1446</a>	Catering/Special Events	6,000.00	0.00	6,000.00	203.25	5,796.75
<a href="#">C 2401</a>	Interest and Earnings	500.00	0.00	500.00	7,888.67	-7,388.67
<a href="#">C 2402</a>	Over/Short	0.00	0.00	0.00	-64.76	64.76
<a href="#">C 2770</a>	Other Unclassified Revenue	0.00	0.00	0.00	4,548.85	-4,548.85

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2023 To 9/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">C 2771</a>	Commissions	7,500.00	0.00	7,500.00	1,036.67	6,463.33
<a href="#">C 3190</a>	State Aid - School Lunch	20,000.00	0.00	20,000.00	2,176.00	17,824.00
<a href="#">C 3290</a>	State Aid - School Breakfast	10,000.00	0.00	10,000.00	902.00	9,098.00
<a href="#">C 4190</a>	Surplus Food - Federal	60,000.00	0.00	60,000.00	882.81	59,117.19
<a href="#">C 4190.100</a>	Federal Lunch	675,000.00	0.00	675,000.00	58,431.00	616,569.00
<a href="#">C 4190.200</a>	Federal Breakfast	230,000.00	0.00	230,000.00	20,874.00	209,126.00
<a href="#">C 4192</a>	Summer Food Service Program - Federal	20,000.00	0.00	20,000.00	12,266.00	7,734.00
<a href="#">C 5031</a>	Transfer from General Fund	25,000.00	0.00	25,000.00	0.00	25,000.00
	<b>C Totals:</b>	<b>1,589,000.00</b>	<b>0.00</b>	<b>1,589,000.00</b>	<b>162,798.94</b>	<b>1,426,201.06</b>
<a href="#">F3E 4126.000.24</a>	Title III ENL 2024	4,073.00	0.00	4,073.00	0.00	4,073.00
	<b>F3E Totals:</b>	<b>4,073.00</b>	<b>0.00</b>	<b>4,073.00</b>	<b>0.00</b>	<b>4,073.00</b>
<a href="#">FAR 4289</a>	Federal Stimulus Revenues - ARPA	1,535,263.91	0.00	1,535,263.91	0.00	1,535,263.91
	<b>FAR Totals:</b>	<b>1,535,263.91</b>	<b>0.00</b>	<b>1,535,263.91</b>	<b>0.00</b>	<b>1,535,263.91</b>
<a href="#">FHB 3289</a>	Healthcare Workers Bonus	538.25	3,229.50	3,767.75	3,767.75	0.00
	<b>FHB Totals:</b>	<b>538.25</b>	<b>3,229.50</b>	<b>3,767.75</b>	<b>3,767.75</b>	<b>0.00</b>
<a href="#">FHL 4289</a>	ARP - Homeless (HCY) Revenues	589.00	0.00	589.00	117.00	472.00
	<b>FHL Totals:</b>	<b>589.00</b>	<b>0.00</b>	<b>589.00</b>	<b>117.00</b>	<b>472.00</b>
<a href="#">FIA 4126.000.24</a>	Title I Part A 2023-24	485,900.00	0.00	485,900.00	0.00	485,900.00
	<b>FIA Totals:</b>	<b>485,900.00</b>	<b>0.00</b>	<b>485,900.00</b>	<b>0.00</b>	<b>485,900.00</b>
<a href="#">FIB 4256</a>	IDEA Section 611	1,024,757.00	0.00	1,024,757.00	0.00	1,024,757.00
	<b>FIB Totals:</b>	<b>1,024,757.00</b>	<b>0.00</b>	<b>1,024,757.00</b>	<b>0.00</b>	<b>1,024,757.00</b>
<a href="#">FIC 4256</a>	IDEA Section 619	32,662.00	0.00	32,662.00	0.00	32,662.00
	<b>FIC Totals:</b>	<b>32,662.00</b>	<b>0.00</b>	<b>32,662.00</b>	<b>0.00</b>	<b>32,662.00</b>
<a href="#">FIE 4289</a>	ARP-IDEA 611 Revenues	300.00	0.00	300.00	0.00	300.00
	<b>FIE Totals:</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2023 To 9/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">FII 4126.000.24</a>	Title IIA State Aid 23/24	74,718.00	0.00	74,718.00	0.00	74,718.00
	<b>FII Totals:</b>	<b>74,718.00</b>	<b>0.00</b>	<b>74,718.00</b>	<b>0.00</b>	<b>74,718.00</b>
<a href="#">FIV 4129.000.24</a>	Title IV State Aid 23/24	40,545.00	0.00	40,545.00	0.00	40,545.00
	<b>FIV Totals:</b>	<b>40,545.00</b>	<b>0.00</b>	<b>40,545.00</b>	<b>0.00</b>	<b>40,545.00</b>
<a href="#">FSS 3289</a>	Summer School Aid	706,480.00	0.00	706,480.00	0.00	706,480.00
<a href="#">FSS 5031</a>	Summer School Interfund Transfer	176,620.00	0.00	176,620.00	0.00	176,620.00
	<b>FSS Totals:</b>	<b>883,100.00</b>	<b>0.00</b>	<b>883,100.00</b>	<b>0.00</b>	<b>883,100.00</b>
<a href="#">FUP 3289</a>	Universal PreK	269,648.00	0.00	269,648.00	0.00	269,648.00
<a href="#">FUP 3289.FX</a>	Universal PreK - Federal Expansion	461,664.00	0.00	461,664.00	0.00	461,664.00
	<b>FUP Totals:</b>	<b>731,312.00</b>	<b>0.00</b>	<b>731,312.00</b>	<b>0.00</b>	<b>731,312.00</b>
<a href="#">H24 5031</a>	Capital Outlay 2023-24 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	<b>H24 Totals:</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
<a href="#">HAG 2680</a>	Insurance Recoveries	670,253.06	0.00	670,253.06	0.00	670,253.06
<a href="#">HAG 5031</a>	Interfund Transfer from General Fund	66,716.71	0.00	66,716.71	0.00	66,716.71
	<b>HAG Totals:</b>	<b>736,969.77</b>	<b>0.00</b>	<b>736,969.77</b>	<b>0.00</b>	<b>736,969.77</b>
<a href="#">HAP 2770</a>	Other Miscellaneous Revenues	-2,310.00	0.00	-2,310.00	0.00	-2,310.00
<a href="#">HAP 5031</a>	Asset Pres - Interfund Transfer	-2,000,000.00	0.00	-2,000,000.00	0.00	-2,000,000.00
<a href="#">HAP 5710</a>	Asset Pres - Serial Bonds	32,985,000.00	0.00	32,985,000.00	0.00	32,985,000.00
<a href="#">HAP 5731</a>	Asset Pres - BANS Redeemed	-4,885,000.00	0.00	-4,885,000.00	0.00	-4,885,000.00
	<b>HAP Totals:</b>	<b>26,097,690.00</b>	<b>0.00</b>	<b>26,097,690.00</b>	<b>0.00</b>	<b>26,097,690.00</b>
<a href="#">HSS 3297.000</a>	Smart Schools State Sources	246,672.00	0.00	246,672.00	367,196.55	-120,524.55
	<b>HSS Totals:</b>	<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>	<b>367,196.55</b>	<b>-120,524.55</b>
<a href="#">V 2401</a>	Interest & Earnings	0.00	0.00	0.00	156,799.01	-156,799.01
	<b>V Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>156,799.01</b>	<b>-156,799.01</b>

**Canandaigua City School District**

**Revenue Status Report By Function From 7/1/2023 To 9/30/2023**



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<b>Grand Totals:</b>		<b>120,402,848.93</b>	<b>3,229.50</b>	<b>120,406,078.43</b>	<b>8,808,142.91</b>	<b>111,597,935.52</b>

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 9/30/2023



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	652,957.35	6,632,437.90	570,487.75
121	Instructional Salary	*	369,699.00	495.00	370,194.00	30,943.92	308,298.08	30,952.00
122	Instructional Salary	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
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	781,540.35	7,939,885.00	542,971.65
140	Instructional Salary Substitutes	*	798,750.00	0.00	798,750.00	14,433.10	0.00	784,316.90
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	1,815,770.22	8,674,803.03	1,388,726.40
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	11,830.35	10,592,724.35	1,628,192.90	3,503,762.25	5,460,769.20
200	Equipment	*	658,783.00	121,508.35	780,291.35	150,551.49	309,598.86	320,141.00
220	Computer Hardware	*	130,600.00	38,514.46	169,114.46	46,459.66	58,402.64	64,252.16
400	Contractual	*	3,561,640.00	128,548.89	3,690,188.89	736,366.04	2,005,603.33	948,219.52
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	2,007,944.00	303,598.29	2,311,542.29	696,480.13	1,060,875.37	554,186.79
460	Computer Software	*	109,436.00	8,142.85	117,578.85	38,969.78	23,674.51	54,934.56
470	Tuition	*	1,322,880.00	351.00	1,323,231.00	44,701.17	1,247,150.10	31,379.73
480	Textbooks	*	249,529.00	2,364.65	251,893.65	77,330.35	33,593.08	140,970.22
490	BOCES	*	9,075,810.00	-8,045.00	9,067,765.00	848,406.11	8,219,358.89	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	6,018,640.89	5,680,383.84	11,149,840.27
900	Interfund Transfers	*	305,000.00	0.00	305,000.00	0.00	0.00	305,000.00
<b>Fund ATotals:</b>			<b>88,296,097.00</b>	<b>556,373.49</b>	<b>88,852,470.49</b>	<b>14,024,906.09</b>	<b>45,697,826.88</b>	<b>29,129,737.52</b>
160	Non-Instructional Salary	*	534,750.00	0.00	534,750.00	56,629.60	57,937.50	420,182.90
200	Equipment	*	20,000.00	82,418.87	102,418.87	82,418.87	0.00	20,000.00
400	Contractual	*	701,000.00	-10,000.00	691,000.00	59,379.86	587,000.29	44,619.85
450	Supplies	*	67,500.00	15,979.98	83,479.98	10,547.35	65,708.84	7,223.79
800	Employee Benefits	*	265,750.00	0.00	265,750.00	10,531.66	6,999.61	248,218.73
<b>Fund CTotals:</b>			<b>1,589,000.00</b>	<b>88,398.85</b>	<b>1,677,398.85</b>	<b>219,507.34</b>	<b>717,646.24</b>	<b>740,245.27</b>

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 9/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150		*	2,062.00	0.00	2,062.00	0.00	0.00	2,062.00
450		*	2,730.00	0.00	2,730.00	0.00	0.00	2,730.00
	<b>Fund F3ETotals:</b>		<b>4,792.00</b>	<b>0.00</b>	<b>4,792.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,792.00</b>
150		*	1,107,637.46	0.00	1,107,637.46	255,162.36	808,707.41	43,767.69
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	0.00	14,300.00	12,026.82
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
	<b>Fund FARTotals:</b>		<b>1,519,307.62</b>	<b>15,956.29</b>	<b>1,535,263.91</b>	<b>263,486.42</b>	<b>823,067.62</b>	<b>448,709.87</b>
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
	<b>Fund FHBTotals:</b>		<b>538.25</b>	<b>3,229.50</b>	<b>3,767.75</b>	<b>3,767.75</b>	<b>0.00</b>	<b>0.00</b>
450		*	589.00	8,400.00	8,989.00	0.00	8,989.00	0.00
	<b>Fund FHLTotals:</b>		<b>589.00</b>	<b>8,400.00</b>	<b>8,989.00</b>	<b>0.00</b>	<b>8,989.00</b>	<b>0.00</b>
150	Instructional Salary	*	464,616.00	0.00	464,616.00	45,590.40	438,312.60	-19,287.00
400	Contractual	*	7,084.15	4,908.00	11,992.15	1,222.36	0.00	10,769.79
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
	<b>Fund FIATotals:</b>		<b>490,333.15</b>	<b>8,138.84</b>	<b>498,471.99</b>	<b>49,812.76</b>	<b>438,312.60</b>	<b>10,346.63</b>
150	Instructional Salary	*	590,531.00	0.00	590,531.00	48,380.60	532,185.40	9,965.00
160	Non-Instructional Salary	*	196,055.00	0.00	196,055.00	22,175.11	26,757.42	147,122.47
400	Contractual	*	74,199.00	0.00	74,199.00	0.00	74,199.00	0.00
800	Employee Benefits	*	163,972.00	0.00	163,972.00	0.00	0.00	163,972.00
	<b>Fund FIBTotals:</b>		<b>1,024,757.00</b>	<b>0.00</b>	<b>1,024,757.00</b>	<b>70,555.71</b>	<b>633,141.82</b>	<b>321,059.47</b>
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	5,148.00	158.31	13,245.69

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 9/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
400	Contractual	*	11,560.00	2,040.00	13,600.00	0.00	13,600.00	0.00
	<b>Fund FICTotals:</b>		<b>32,662.00</b>	<b>0.00</b>	<b>32,662.00</b>	<b>5,148.00</b>	<b>13,758.31</b>	<b>13,755.69</b>
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
	<b>Fund FIETotals:</b>		<b>0.00</b>	<b>300.00</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>
150	Instructional Salary	*	70,720.98	0.00	70,720.98	6,430.70	65,235.30	-945.02
400	Contractual	*	6,020.44	0.00	6,020.44	0.00	0.00	6,020.44
450	Supplies	*	39.00	0.00	39.00	0.00	0.00	39.00
460	Travel	*	1,013.00	0.00	1,013.00	0.00	265.00	748.00
	<b>Fund FIITotals:</b>		<b>77,793.42</b>	<b>0.00</b>	<b>77,793.42</b>	<b>6,430.70</b>	<b>65,500.30</b>	<b>5,862.42</b>
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	0.00	33,100.00	5,618.00
450	Supplies	*	2,326.74	219.99	2,546.73	219.99	0.00	2,326.74
	<b>Fund FIVTotals:</b>		<b>41,042.89</b>	<b>219.99</b>	<b>41,262.88</b>	<b>219.99</b>	<b>33,100.00</b>	<b>7,942.89</b>
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	139,629.50	0.00	19,370.50
400	Contractual	*	51,500.00	-500.00	51,000.00	11,927.84	0.00	39,072.16
450	Supplies	*	600.00	0.00	600.00	23.56	376.44	200.00
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	0.00	0.00	80,000.00
	<b>Fund FSSTotals:</b>		<b>883,100.00</b>	<b>0.00</b>	<b>883,100.00</b>	<b>371,698.40</b>	<b>370,376.44</b>	<b>141,025.16</b>
150	Instructional Salary	*	269,504.00	0.00	269,504.00	25,666.38	251,738.62	-7,901.00
160	Non-Instructional Salary	*	45,256.00	0.00	45,256.00	2,047.68	0.00	43,208.32
400	Contractual	*	374,000.00	0.00	374,000.00	9,900.00	364,100.00	0.00
800	Employee Benefits	*	42,552.00	0.00	42,552.00	0.00	0.00	42,552.00
	<b>Fund FUPTotals:</b>		<b>731,312.00</b>	<b>0.00</b>	<b>731,312.00</b>	<b>37,614.06</b>	<b>615,838.62</b>	<b>77,859.32</b>



# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 9/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
240	*	10,000.00	0.00	10,000.00	3,398.00	6,602.00	0.00
294	*	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
<b>Fund H24Totals:</b>		<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>3,398.00</b>	<b>6,602.00</b>	<b>90,000.00</b>
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	5,137.46	1,613.12	1,000.42
<b>Fund HAGTotals:</b>		<b>700,469.27</b>	<b>36,500.50</b>	<b>736,969.77</b>	<b>9,658.71</b>	<b>34,404.37</b>	<b>692,906.69</b>
201	*	17,000.00	451,143.89	468,143.89	234,055.21	217,088.68	17,000.00
240	*	325,030.26	99,279.31	424,309.57	4,229.05	95,050.26	325,030.26
243	*	16,032.00	226.00	16,258.00	0.00	226.00	16,032.00
244	*	-1,290.50	91,281.05	89,990.55	16,431.15	73,559.40	0.00
245	*	82,003.22	94,234.69	176,237.91	0.00	94,234.69	82,003.22
246	*	203,458.89	17,319.25	220,778.14	12,162.50	17,431.75	191,183.89
253	*	1,812,717.37	188,596.10	2,001,313.47	0.00	0.00	2,001,313.47
293	*	272,776.81	4,271,626.99	4,544,403.80	2,079,923.54	2,412,573.26	51,907.00
294	*	11,216.29	1,804,844.92	1,816,061.21	369,455.00	1,446,606.21	0.00
295	*	17,681.00	291,020.44	308,701.44	180,715.41	127,986.03	0.00
296	*	0.00	1,329,160.87	1,329,160.87	442,086.49	887,074.38	0.00
297	*	-19,929.00	2,638,305.49	2,618,376.49	2,322,923.40	295,453.09	0.00
<b>Fund HAPTotals:</b>		<b>2,736,696.34</b>	<b>11,277,039.00</b>	<b>14,013,735.34</b>	<b>5,661,981.75</b>	<b>5,667,283.75</b>	<b>2,684,469.84</b>
210	*	1,455,189.00	0.00	1,455,189.00	0.00	0.00	1,455,189.00
<b>Fund HBUTotals:</b>		<b>1,455,189.00</b>	<b>0.00</b>	<b>1,455,189.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,455,189.00</b>

**Canandaigua City School District**

**Appropriation Status Summary Report By Object From 7/1/2023 To 9/30/2023**



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
	<b>Fund HSSTotals:</b>	<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>	<b>0.00</b>	<b>0.00</b>	<b>246,672.00</b>
<b>Grand Totals:</b>		<b>99,930,350.94</b>	<b>11,994,556.46</b>	<b>111,924,907.40</b>	<b>20,728,185.68</b>	<b>55,126,147.95</b>	<b>36,070,573.77</b>

## 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 Coach Abbey Notter will perform bed checks in the evening.

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

## 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):*

- A detailed itinerary
- Introductory letter

**Request for Overnight Field Trip**

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

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) _____
Director Of Transportation:	(Initial) _____	(Final) _____
ASI:	(Initial) _____	(Final) _____
Superintendent:	(Initial) <u>A</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 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.*

<b>Transportation</b>	
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.**



**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 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!**
  - **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.

## 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 28<sup>th</sup>.
4. The girls should bring money for Dinner on the evening of the 27<sup>th</sup> 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 27<sup>th</sup>

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 28<sup>th</sup>

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)**

## 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): DECA, Canandaigua Academy, Grades 10-12

Destination: DECA State Conference, Joseph A. Floreano Rochester Riverside Convention Center 123 E Main St, Rochester, NY 14604

Departure Date and Approximate Time: Wednesday March 6, 2024, check in and registration is noon.

Return Date and Approximate Time: Friday March 8, 2024, departure post lunch around noon

Number of Students Expected to Attend: 8 students, pending results from regional competition December 14, 2023

Number of Chaperones (also detail how students will be supervised 24 hours / day): 1 chaperone. Hotels are usually connected to the convention center so little time outside of the building has to happen if at all. NY DECA has strict code of conduct and hotel policies (with security guards in each hotel) with curfews and nightly room check forms for DECA.

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):

2023 prices per person

Adult: \$792

Student Double: \$679

Student Triple: \$642

Student Quad: \$581

\*The goal is to keep the out-of-pocket cost under \$200 per student

Mode of Transportation (include bus service / airline):

School Bus

Cost per student	
Package Amount	\$679
<b>or Breakdown Amount</b>	
Travel	
Lodging	
<b>Meals</b>	Included
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
<b>Cost of Trip Per Student</b>	
<i>Less Club Contribution</i>	
<i>Less Expected Fundraising</i>	
<b>Final Cost to Student</b>	

## Request for Overnight Field Trip

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

3 possible hotels used 2023

Hyatt Regency 125 East Main Street, Rochester, NY 14604

Hilton Garden Inn 155 East Main Street, Rochester, NY 14604

Holiday Inn Downtown 70 State Street, Rochester, NY 14614

Refund policy/ Insurance or other recoup options:

No Refunds

*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:*

DECA Welcome Packet

**What is DECA?**

- DECA is an **international organization** for students interested in anything **business-** marketing, finance, entrepreneurship, management or hospitality.
- DECA prepares emerging leaders and entrepreneurs to be college and career ready. Students select a field of interest and have opportunities to **compete** at a regional, state, and national level.
- DECA helps develop **leadership** characteristics, self-confidence, teamwork, self-promotion, improvisation and competencies needed for careers in business.
- DECA members are ambitious, high achieving student leaders ready to make a difference! Join over 215,000 DECA members.

**How Does DECA Benefit Students?**

- It is a great opportunity for a student to grow, both personally and professionally
- Leads to college acceptance, **scholarships**, mentors and jobs- looks great on any application!
- Allows your student to become more involved in his/her school community
- Helps students to connect classroom learning to “real world” experience
- Will aid in developing core academic and **employability skills**
- Helps students gain the skills and experiences necessary to propel themselves from the classroom to the boardroom

**What Activities Do Students in DECA Participate in?**

- Regular meetings outside of class time, run by student chapter officers
- Regional, State and International level competitions (all students compete at regional level in December, states and nationals based on qualifying at regionals)
- Community Service- Every DECA member can participate in a DECA sponsored volunteer activity
- Fundraising- We will run a variety of events and also encourage our members to seek out business sponsors. (For students who are fortunate enough to make it onto states and nationals)

**Canandaigua High School DECA Details**

- Students must be enrolled in or have previously taken a business class to participate- Foundations of Marketing will be tied to the curriculum in class and actively preparing in class for this.

**Request for Overnight Field Trip**

- Every DECA member will be competing at the Regional competition (R.I.T.). Students are expected to wear business attire. Online testing will be facilitated during class
- DECA is an international organization that requires each chapter to pay a fee for Regional, State and National dues in order to cover administrative expenses. The national membership fee and the regional competition fee to participate in Canandaigua DECA is covered by the school for any business student!
- Fundraising and sponsorship will be required for students who make it to states or nationals- Cash or checks made payable to Canandaigua City School District are acceptable forms of payment

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

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

\_\_\_\_\_  
Name (print) of Trip Coordinator

\_\_\_\_\_  
Signature of Trip Coordinator

\_\_\_\_\_  
Date

**Approvals: (Office Use Only)**

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



# Introductory Letter

Dear DECA 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 DECA state competition is taking place March 6-8, 2024 at the Rochester Riverside Convention Center.

Enclosed you will find the following important forms that must be completed and RETURNED by Wednesday January 17, 2024:

- 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 January 17, 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.**

## Attachment 1 – Tentative Itinerary

### **Accommodations:**

#### **3 possible hotels used 2023**

Hyatt Regency 125 East Main Street, Rochester, NY 14604

Hilton Garden Inn 155 East Main Street, Rochester, NY 14604

Holiday Inn Downtown 70 State Street, Rochester, NY 14614- This is the one we were in for 2023

### **Restaurants:**

Meals provided at the Rochester Riverside Convention Center

### **Travel/Motor Coach:**

School Bus

### **Chaperone Contact Information:**

Katie Estes, [estesk@canandaiguaschools.org](mailto:estesk@canandaiguaschools.org), 585-355-8297 (cell)

## **Detailed Itinerary from 2023- Updated 2024 should come in January**

### **CONFERENCE AGENDA**

All events will be held in the Convention Center (CC) or Hyatt Regency (HR))

**WEDNESDAY, MARCH 8, 2023**

---

8:00 a.m. - 10:30 a.m.	Breakfast Empire Hall (CC)
9:30 a.m. - 11:30 a.m.	<b>CONFERENCE REGISTRATION</b> Riverside Court (CC)
12:30 p.m. - 2:30 p.m.	<b>ADVISORS MUST SIGN FOR ALL MATERIALS</b> Pick up registration materials. Hand in Required Forms.
After 2:30 - 3:30 p.m.	Registration at the Box Office Outside Box Office (CC)  <b>No Scheduled Lunch</b>
12:00 p.m.	Exhibitor Booths Set-up Galleria (CC)
2:00 p.m. - 2:45 p.m.	"How-To-Win A Competitive Event" Workshop Hyatt Grand Ballroom
3:30 p.m. - 3:45 p.m.	Voting Delegate Briefing - Mandatory (No Candidates Allowed) Hyatt Grand Ballroom
3:45 p.m. - 4:15 p.m.	State Officer Candidate Briefing - Mandatory Grand Hyatt Ballroom
3:45 p.m. - 4:15 p.m.	<b>Advisor's Meeting (Attendance is Mandatory)</b> Highland D

**Hotel Staff will be present/Competitive Events**

**Update**

4:00 p.m. - 4:30 p.m.	Campaign Booths Open Galleria (CC)
4:30 p.m. - 6:30 p.m.	<b>GENERAL SESSION 1 - Dinner and Opening Ceremonies</b> Empire Hall (CC) Doors open at 4:15 p.m. and close at 4:30 p.m. <b>Conference Business Attire Required – Assigned Seating</b> Proper conduct and behavior shall be maintained at all times. Please refrain from electronic device usage at this time. <b>Hotel sweeps will be conducted. All students, advisors and chaperones MUST attend this session.</b> <b>No one will be permitted to leave the session prior to adjournment.</b>
5:15 p.m. – 6:15 p.m.	<b>Judges Dinner and Briefing</b> Riverside Court (CC)
6:00 p.m. <b>Area</b>	<b>Series Directors/Event Supervisors/Visual Supervisors/Proctors Report to Assigned</b>
6:30 p.m.	<b>Judges Report to Contest Area</b> Convention Center
7:00 p.m.	Competitive Events Begin- As per appointment time Convention Center/Rochester Riverside
7:00 p.m.	Officer Candidate Presentations/Interviews Adm. Conference Room (CC)
8:00 p.m.	<b>Trivia Showdown</b> Grand Hyatt Ballroom
10:00 p.m.	All Campaign Booths Close Galleria (CC)
9:30 p.m. – 10:00 p.m.	Ice Cream Social North Hall (CC)
10:30 p.m.	Last Shuttle Bus
11:00 p.m. - 6:00 a.m.	<b>CURFEW</b> <b>No food orders after 10:00 p.m.</b> <b>Food Delivery to Hotel Lobby stops promptly at 10:30</b> Assigned Sleeping Rooms
11:15 p.m. – 11:45 a.m.	<b>All Advisors Must Sign In</b>

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**THURSDAY, MARCH 9, 2023**

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6:45 a.m. – 8:00 a.m.	Breakfast (Open Seating) Empire Hall North (CC)
6:30 a.m. – 7:45 a.m.	Judges Breakfast Riverside Court (CC)
7:00 a.m.	<b>All Proctors Report to Contest Area</b> Convention Center
7:30 a.m. – 2:00 p.m.	State Officer Candidate Interview/Nominations Committee Adm. Conference Room (CC)
7:45 a.m. – 4:30 p.m.	Judges Report to Assigned Contest Area Convention Center

8:00 a.m.	Competitive Events begin - As per appointment time Convention Center
9:00 a.m. – 4:30 p.m.	Judges Headquarters Riverside Court (CC)
9:00 a.m. - 3:30 p.m.	Exhibitor Booths / Campaign Booths Open Galleria (CC) (All Officer Candidates must break booths down at 3:30 p.m.)
9:00 a.m.-11:00 p.m. 1:00 p.m.– 3:00 p.m.	Workshops <b><u>Attendance is mandatory if not competing.</u></b> Grand Hyatt Ballrooms/2 <sup>nd</sup> Floor
10:00 a.m-12:00 pm	VIP Tour Riverside Court
12:00 p.m. – 1:00 p.m.	<b>LUNCH</b> (Open Seating) Empire Hall (CC)
12:00 p.m. – 1:00 p.m.	<b>LUNCH</b> Riverside Court (CC) Judges Following Lunch, all Judges Report Contest Area
12:45 p.m.	<b>All Assigned Proctors Report to Assigned Area</b> Convention Center
2:00 p.m.	State Officers Slate Posted Box Office Window (CC)
3:00 p.m.	Breakdown Campaign and Exhibitor Booths Galleria (CC) (All Officer Candidates must break booths down at 3:30 p.m.)
4:00 p.m. – 5:00 p.m.	<b>GENERAL SESSION 2 - “Meet the Candidates”</b> Empire Hall (CC) <b>Business Casual Attire-Open Seating</b> <b>All students &amp; advisors not in competition/proctoring must attend!</b> <b>Open seating - <u>Attendance is Mandatory</u></b>
5:00 p.m. – 6:30 p.m.	Voting
7:00 p.m. – 10:00 p.m.	<b>GENERAL SESSION 3 Dinner/Entertainment</b> Empire Hall (CC) <b>Business Casual Attire - Assigned Seating</b> <b>All students &amp; advisors must attend this session and are required to stay for the session until adjournment.</b>
10:30 p.m.	Last Shuttle Bus
11:00 p.m. – 6:00 a.m.	<b>CURFEW</b> Assigned Sleeping Rooms <b>No food orders after 10:00 p.m.</b> <b>Food Delivery to Hotel Lobby stops promptly at 10:30</b> Assigned Sleeping Rooms
11:15 p.m. – 11:45 p.m.	<b>All Advisors Must Sign In</b>

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## FRIDAY, MARCH 10, 2023

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6:45 a.m. – 8:00 a.m.

Breakfast (Assigned Seating)  
Empire Hall (CC)

8:00 a.m.

**GENERAL SESSION 4 “GRAND AWARDS CEREMONY”**  
Empire Hall (CC)  
**Conference Business Attire Required**  
**All students and advisors must attend this session.**

11:00 a.m.

Feedback – Chapter Packet Pick-up –Coat Room (CC)  
Advisors please pick up by **NOON** or **materials will be discarded**

Following the Grand Awards Ceremony

Boxed Lunch - All attendees can pick-up lunch after the Grand Awards  
Empire Hall (CC) Awards Ceremony  
Hotel Check-Out

## 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 March 8-10 2023

Class/Group: DECA

Teacher/Supervisor: Katie Estes

Trip Destination: Rochester Riverside Convention Center **123 E Main St, Rochester, NY 14604**

Other Planned Stops: None

Planned Departure Time: March 6, 2024 12:00 Planned Return Time: March 8, 2024 1:00

Departing From: Canandaigua Academy Returning To: Canandaigua Academy

Transportation	
Bus	<u>  x  </u>
Walk	<u>      </u>
Other	<u>      </u>

### **Additional**

Students will plan to attend school that morning and leave from school on the bus to the convention center to check in. Once checked in to the conference and competition, students will then go to their assigned hotel (either walk or DECA provided shuttle) to check in there and get their room assignment.

**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**

**Meeting Date: Wednesday February 28, 2024**

Date of trip: March 6-8 2024

Hotel: TBD

3 possible hotels used 2022

Hyatt Regency 125 East Main Street, Rochester, NY 14604

Hilton Garden Inn 155 East Main Street, Rochester, NY 14604

Holiday Inn Downtown 70 State Street, Rochester, NY 14614- This is the one we used in 2023

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

Room Assignments: Will not be assigned until winners are found out in December 14<sup>th</sup> 2023

Rules/Behavior: Refer to the NYDECA Code of Conduct attached

Students with Medication: School Policy, doctor's note required for any medications.

Trip cancellation policy/ insurance: No refund policy

Other:



# Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to March 6-10 2024

From: Marcia Jewel, Canandaigua Academy

Re: Medication for DECA State Career Conference and Competition

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 March 4, 2024
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the 3 Day Trip. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

Please call us at 585-396-3820 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):

- |                                                                |                                                   |
|----------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Allergies to food, medicine, or bites | <input type="checkbox"/> Asthma                   |
| <input type="checkbox"/> Breathing or lung problems            | <input type="checkbox"/> Cardiac (Heart) problems |
| <input type="checkbox"/> Diabetes                              | <input type="checkbox"/> Seizure disorder         |
| <input type="checkbox"/> Bones or Joints                       | <input type="checkbox"/> 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.

## 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 DECA NY SCC  
Trip**

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

**1. Drugs, Alcohol and Tobacco**

The students of Canandaigua Academy DECA 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 March 6, 2024 and return to Canandaigua on March 8, 2024** 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 DECA 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. Rochester, NY 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 DECA 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 Rochester, NY is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

**5. Curfew**

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

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

If you violate any of the above rules/regulations, causing a serious situation, or if you continuously and willfully violate any of the above, you will be sent home with your parent at their expense. The chaperones and tour director will make this decision in consultation with school district officials. You will also face school consequences as a result.

**7. Theft and Loss of Personal Items**

At no time is Canandaigua Central School District, NYDECA, 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.
3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, *no open speakers are permitted.*

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

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

### INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

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

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

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

### ENFORCE THE SCHOOL RULES

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

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

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