



- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Public Comments**
- IV. Board Meeting Minutes** **(BOARD ACTION)**
- V. Board Student Representative- Taryn Bjorling**
- VI. President's Comments**
- VII. Superintendent's Report**
- VIII. January 2023 Warrant Review (Mr. Polimeni and Mrs. Grimm)** **(BOARD ACTION)**
- IX. Presentation- Strategic Plan Update**
- X. Consensus Agenda** **(BOARD ACTION)**

Business

1. Treasurer's Report
2. Budget Status Report
3. Revenue Status Report
4. New Course- *Final Approval*
5. Substantial Equivalence
6. Surplus Items
7. Budget Transfer
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9. 2024-2025 School Calendar
10. Recommendations of the Committee on Special Education

Personnel

**End of Consensus Agenda**

- XI. Board Committee Reports**
  - Audit Committee- Mr. Milton Johnson- February 9, 2024
  - Policy Committee- Mrs. Beth Thomas **(BOARD ACTION)**
    - > **Second Reading**- Policy #3020 Timeout and Physical Restraint (All Students)
- XII. District Committee Reports**
- XIII. Closing Remarks**  
(President, Board of Education and/or Superintendent)

**I. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Independent Hearing Officer**

of Craig Goldsmith (IHO Id 815) state appointed Independent Hearing Officer to oversee a Due Process proceeding.

**Personnel**

**1. Non-Instructional Personnel**

**A. Appointments**

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective</u></b>	<b><u>Rate</u></b>
Sharon Raymo	Substitute Registered Nurse	2/13/2024	\$22.00/hr.
Courtney Simpson	School Monitor	2/13/2024	\$15.07/hr.
Patti Read-Morris	Substitute Teacher Aide	2/13/2024	\$15.00/hr.
Patti Read-Morris	Substitute School Monitor	2/13/2024	\$15.00/hr.
Mary Rippey	Teacher Aide	2/13/2024	\$15.05/hr.
Jennifer Callard	Substitute Teacher Aide	2/13/2024	\$15.00/hr.
Sandra Calabrese	School Monitor	2/13/2024	\$15.07/hr.
Patrick Johnson	Substitute School Bus Driver	2/16/2024	\$19.00/hr.
Korey Bartron	Auto Mechanic – Bus Driver	2/21/2024	\$20.50/hr.
Rebecca Naylor	School Bus Monitor	2/26/2024	\$15.07/hr.

**2. Instructional Personnel**

**A. Appointments**

**1) Spring Sports Coaches**

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

<b><u>Coach</u></b>	<b><u>Position</u></b>
Annesi, Mark	Varsity Golf
Aparo, Beth	Unified Basketball-Mod
Ceravolo, Colton	Modified Baseball
Consaul, Danielle	Modified Softball
Cook, Randy	Varsity Girls Softball
Ducharme, David	Varsity Boys Tennis
Ellis, Susan	Modified Girls Lacrosse
Gioseffi, David	Assistant Boys Lacrosse
Gisleson, Zachary	Strength & Conditioning
Harter, Eric	JV Golf
Hawkins, Bruce	JV Boys Tennis
Hennessy, Alex	Unified Basketball-V
Herriman, John	Girls Varsity Lacrosse
Hulme, Robin	Modified Boys Lacrosse
Kaiser, Jessica	Modified Track
Mahar, Michael	Modified Track
Mann, Eric	JV Softball
Marsh, Daina	Varsity Girls Outdoor Track
Nieman, David	Modified Boys Lacrosse



Owdienko, Danielle	Modified Girls Softball
Principio, Jeffrey	Assistant Varsity Softball
Sedita, Paul	Varsity Boys Outdoor Track
Sproule, Alyssa	Girls JV Lacrosse
Sutter, Mark	JV Boys Outdoor Track
Tepper, Michael	Assistant Varsity Baseball
Wallwork, Jack	JV Baseball
Walters, Matthew	Modified Baseball
Ward, Matthew	JV Girls Outdoor Track
Werth, Dale	Varsity Baseball
Windheim, Taryn	Boys Modified Tennis
York, David	Boys JV Lacrosse
York, Deven	Varsity Boys Lacrosse

***End of Consensus Agenda***

**I. Meeting Called to Order**

**II. Pledge of Allegiance to the Flag**

**III. Public Comments**

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

*Persons wishing to address the Board are asked to contact the District Clerk at 585-396-3710 no sooner than the week prior to the meeting and no later than noon on the day of a meeting to be added to the speakers list. Speakers will be permitted to speak in the order in which they have signed up, i.e., on a first come/first served basis, with priority given to people who register in advance. The privilege of speaking at the Board meeting is reserved first for District students, parents of District students, District residents, District taxpayers, and school personnel.*

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

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

**IV. Board Meeting Minutes**

**(BOARD ACTION)**

- January 29, 2024- Regular Meeting Minutes

**V. Board Student Representative- Taryn Bjorling**

**VI. President's Comments**

- Remarks
- Correspondence

**VII. Superintendent's Report**

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

**VIII. January 2023 Warrant Review (Mr. Polimeni and Mrs. Grimm)**

**(BOARD ACTION)**

- A-71 General 9009690-9009739 (ACH)
- A-72 General 18340-18393 (Check Print)
- A-73 General 18329-18339, 18394-18398 (In House)
- A-76 General 18399-18415, 18489-18493 (In House)
- A-77 General 9009740-9009789 (ACH)
- A-78 General 18416-18488 (Check Print)
- C-14 Cafeteria 2982-2988
- C-15 Cafeteria 2989-3004
- F-29 Federal 9000484 (ACH)
- F-30 Federal 940-942 (Check Print)
- H-26 Capital 9000225-9000227 (ACH)
- H-27 Capital 662-669 (Check Print)

## **IX. Presentation- Strategic Plan Update**

Mr. Matt Schrage, Assistant Superintendent for Instruction, will share out a mid-year update on our progress toward the achievement of our four strategic goals.

## **X. Consensus Agenda**

**(BOARD ACTION)**

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

### **Business**

#### **1. Treasurer's Report**

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

#### **2. Budget Status Report**

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

#### **3. Revenue Status Report**

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

#### **4. New Course- *Final Approval***

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

- Positivity in Prose: Exploring the Champion Mindset

#### **5. Substantial Equivalence**

Per the recommendation of Matt Schrage, Assistant Superintendent for Instruction, the Canandaigua City School District determines that St. Mary's School and Calvary Chapel Academy have demonstrated substantial equivalence of its instruction per the requirement outlined in the Commissioner's Regulation 8 NYCRR 130.1[b].

#### **6. Surplus Items**

Mrs. Marissa Logue, Academy Principal, is requesting approval to declare as surplus items, Spanish textbooks titled *Exploraiones* by Mary Ann Blitt and Margarita Casas that are no longer used in the curriculum.

Mrs. Emily Bonadonna, Primary School Principal, is request approval to declare as surplus items the following:

- 10 Fountas and Pinnell Benchmark Assessment System kits
- 2 Reading Mastery Kits
- 9 LLI Leveled literacy consumables
- 1 GRA(K-2) Kit



**7. Budget Transfer**

The below budget transfer is over \$20,000 and requires Board approval. This is to cover a contract for Speech Languages Services.

From: A2250.490-00-0000	Special Programs BOCES	\$35,000
To: A2250.400-00-0000	Special Programs Contractual	\$35,000

**8. Field Trip- Initial**

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

- Spanish IB, San Juan, Puerto Rico- November 8-12, 2024

**9. 2024-2025 School Calendar**

Approval of the 2024-2025 school calendar.

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

Recommendations of the Committee on Special Education meeting dates of; December 21, 2023; January 10, 2024; January 11, 2024; January 12, 2024; January 17, 2024; January 18, 2024; January 23, 2024; January 24, 2024; January 25, 2024; January 30, 2024; January 31, 2024; February 1, 2024; and February 2, 2024.

**Personnel**

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Toni MacVean	School Monitor	3/1/2024	17

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Matthew Fish	Custodial Worker	Resignation	1/31/2024

C. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Gavin Metzger	Substitute AV Technician	2/5/2024	\$50.00/hr.

2. Instructional Personnel

A. Resignation

- 1) Tammy Franz, Business Teacher at the Academy, has resigned from the District effective end of business June 30, 2024.

B. Appointments



1) Tenure Appointments

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

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Jason LaShomb	Elementary	3/1/2024

**End of Consensus Agenda**

**XI. Board Committee Reports**

- Audit Committee- Mr. Milton Johnson- February 9, 2024
- Policy Committee- Mrs. Beth Thomas **(BOARD ACTION)**  
  - > **Second Reading**- Policy #3020 Timeout and Physical Restraint (All Students)

**XII. District Committee Reports**

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

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

**XIII. Upcoming Events**

- February 13- Frieda O'Hanlon Spelling Contest
- February 19- President's Day
- February 20-23- Winter Break
- February 29- Middle School Small Ensemble
- March 1- Transitional Kindergarten Application Open
- March 1-3- CA Players Spring Musical
- March 4- Board Meeting
- March 8-9- CA Players Spring Musical

**XIV. 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, January 29, 2024 at 5:02 p.m. at the Elementary School, 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

**OTHERS PRESENT:** On file

### ***Executive Session***

Upon a motion made by Mrs. Calabrese, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved calling an Executive Session at 5:02 p.m. to discuss matters which may imperil the public safety if disclosed.

### ***Return to Open Session***

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Calabrese 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 Meeting Minutes***

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved the January 8, 2024 Regular Board Meeting minutes.

**APPROVED: MINUTES**

### ***Board Student Representative***

Taryn Bjorling shared that seniors Amani Gullo broke the school record in the 600 meters in indoor track and Kyleigh Chapman is the 10<sup>th</sup> basketball player to hit 1000-point milestone. Students just finished the end of the semester.

### ***Superintendent's Report***

Middle School Teaser

Middle School musical director, Ms. Reaves; and musical vocal director, Ms. Day; along with a group of students performed a song from *Beauty and the Beast*, which is the Middle School musical that will show the weekend of February 9-11, 2024.

Wayne Finger Lakes BOCES should be approving their 2024-2025 school calendar in the next few weeks. Once they have approved our school calendar will be issued for approval.

Superintendent Farr noted the retirement under non-instructional will be removed prior to Board approval.





**December 2023 Warrant Review**

Upon a motion made by Mrs. Grimm on behalf of Mrs. Personale, seconded by Mr. Polimeni, with all present voting yes, the Board of Education approved the December Warrants.

**APPROVED: DECEMBER WARRANTS**

**December 2023 Warrant Review**

- A-59 General 9009562-9009638 (ACH)
- A-60 General 18192-18264 (Check Print)
- A-61 General 18167-18191 (In House)
- A-65 General 9009639-9009689 (ACH)
- A-66 General 18279, 18283-18328 (Check Print)
- A-67 General 18265-18278, 18280-18282 (In House)
- A-68 General 13007560 (Manual)
- C-12 Cafeteria 2955-2966
- C-13 Cafeteria 2967-2981
- F-25 Federal 9000477-9000480 (ACH)
- F-26 Federal 936-939 (Check Print)
- F-27 Federal 9000481-9000483 (ACH)
- H-21 Capital 652-658 (In House)
- H-22 Capital 9000222-9000223 (ACH)
- H-23 Capital 9000224 (ACH)
- H-25 Capital 659-661 (Check Print)

**SEQR- 2024 Capital Outlay Project**

Upon a motion made by Dr. Schneider, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved voting on the SEQR for the 2024 Capital Outlay Project.

**APPROVED: 2024 CAPITAL OUTLAY PROJECT**

WHEREAS, the Canandaigua City School District (the "District") Board of Education is proposing the following Scope of Work to be completed:

Replacement of exterior doors and frames at the Primary Elementary School.

WHEREAS, the Board has reviewed the scope of the project and has further received and considered the advice of its architects, engineers, and environmental specialists with respect to classification of the action in accordance with the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR part 617.5(c), which reads as follows:

(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part.

WHEREAS, Type II actions have been determined not to have a significant impact on the environment and are not subject to review under SEQRA, now therefore;

BE IT RESOLVED, no further action is required by the Canandaigua City School District Board of Education with regard to SEQRA for this action.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Mrs. Amy Calabrese                      Voting Yes




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

The Resolution was thereupon declared adopted.

### Consensus Agenda

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Miller with all present voting yes, the Board of Education approved/accepted the Consensus Agenda with change noted to remove the retirement under non instructional.

#### APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA

#### Business

##### 1. Student Teacher Placement

the request of Mr. Brian Amesbury, Elementary School Principal, for the following:

- Elijah Finsburg, Grand Canyon University with Julie Lawrence- January 30, 2024-May 24, 2024

##### 2. New Course- *Initial Approval*

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

- Positivity in Prose: Exploring the Champion Mindset

##### 3. Agreements

an Intermunicipal Cooperation Agreement with the County of Ontario to prepare school tax bills for the 2023-2024 school year.

##### 4. Surplus Books

the request of Mrs. Emily Bonadonna, Primary School Principal, to declare as surplus the listing of books attached.

##### 5. Scholarships Change

the request of Mrs. Marissa Logue, Academy Principal, to increase the below scholarships:

- Louis Shenkman Memorial Award- \$125 we would like to increase it to \$500- Given to a senior boy who has shown outstanding improvement in their scholastic achievement and citizenship during his high school career.
- Sarah Shenkman Memorial Award- \$125 we would like to increase it to \$500- Given to a senior girl who has shown outstanding improvement in their scholastic achievement and citizenship during her high school career.

##### 6. Real Property Tax Corrections

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



- 5605 Goodale Road, assessment change from \$112,500 to \$62,000 per clerical error at the Town of Canandaigua Assessor’s Office; tax bill change from \$497.71 to \$17.00, a difference of \$480.50.

**7. Construction Management Services**

**WHEREAS**, the Board of Education of the Canandaigua City School District (the “Board of Education”) has determined that it is in the best interest of the Canandaigua City School District (the “School District”) to retain a construction manager to: assist in the development of a comprehensive plan to present to School District voters in the form of a referendum; collaborate with the project architect; provide construction planning; prepare and update as needed a project schedule; assist with bid solicitation and analysis; coordinate the activities of multiple contractors to meet the milestone dates set forth in the project schedule and comply with the Contract Documents; provide cost estimating and accounting services; provide project status reports; and provide related administration and professional services (“Construction Management Services”) in connection with its 2024 Capital Improvement Project with an anticipated total cost of up to \$60,000,000 and a voter referendum planned for December 2024 (the “Project”); and

**WHEREAS**, the School District previously issued a Request for Proposals (“RFP”) for Construction Management Services for the Project; and

**WHEREAS**, the School District has received proposals in response to the RFP, diligently analyzed the proposals, and conducted interviews with selected candidates as part of the selection process; and

**WHEREAS**, the Board of Education, as a result of the RFP process, has selected Watchdog Building Partners, LLC (“Watchdog”) to provide Construction Management Services for the Project; and

**WHEREAS**, the Board of Education desires to authorize the President of the Board, the Superintendent of Schools, and the School District’s legal counsel, Ferrara Fiorenza, PC, to negotiate one or more contracts with Watchdog for Construction Management Services in connection with the Project for Board of Education review and approval;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education approves the retention of Watchdog to provide Construction Management Services and proceed with the Project in accordance with the terms and conditions and the fees and expenses set out in its proposal in response to the RFP.
2. The Board of Education hereby authorizes the President of the Board, the Superintendent of Schools, and the School District’s legal counsel, Ferrara Fiorenza, PC, to negotiate one or more contracts with Watchdog for Pre-Referendum and Post-Referendum services in accordance with the terms and conditions and the fees and expenses set out in its proposal in response to the RFP in connection with the Project, for Board of Education review and approval.
3. Upon Board of Education approval, this Resolution shall take effect immediately.

**8. Budget Transfer**

The below budget transfer is over \$20,000 and requires Board approval. This is related to the district water pipe break.

From: A9060.800-00-0000	Health Insurance	\$47,000
To: A1620.400-22-WATE	Water-High School	\$47,000



**9. Universal Pre-Kindergarten**

Extension of Award of Request for Proposal for Universal Pre-Kindergarten for community-based organizations to be funded by UPK state/federal grants of \$5,500/student effective September 1, 2023- June 30, 2024 to:

- Care-A-Lot Child Care of Farmington, Inc. (up to 18 students)
- Finger Lakes Community College (FLCC) Child Care Center (up to 14 students)
- Happiness House (up to 30 students)
- Our Children’s Place (up to 16 students)

**10. Uncollected Taxes for 2023-2024**

WHEREAS, the Education Law provides that the tax collector shall be relieved of responsibility for the uncollected portion of the tax list when a complete list of delinquent tax items has been certified to the Board of Education, and since the collector has affixed her affidavit to such statement and filed a statement accounting for handling of the tax warrant and list as follows:

<u>NAME OF TOWN</u>	<u>TAX TO BE RETURNED</u>	<u>6% INTEREST</u>	<u>TOTAL</u>
Canandaigua City	594,666.27	35,679.98	630,346.25
Canandaigua Town	654,090.10	39,245.41	693,335.51
Farmington	39,869.49	2,392.17	42,261.66
East Bloomfield	0.00	0.00	0.00
Bristol	16,103.63	966.22	17,069.85
Hopewell	103,897.41	6,233.84	110,131.25
Gorham	0.00	0.00	0.00
South Bristol	0.00	0.00	0.00
Total	<b>\$1,408,626.90</b>	<b>\$84,517.61</b>	<b>\$1,493,144.51</b>
Tax Levy			\$51,049,301.38
Library Levy			\$920,150.00
Less Star Reimbursement			\$2,746,391.33
Plus Chargeback			\$48,698.62
Plus Omitted STAR			\$0.00
<b>LESS: small claims</b>		<b>\$12,201.06</b>	
<b>LESS: assessor’s error</b>		<b>\$51,743.94</b>	
		<u>Total Adjustments</u>	<u>\$63,945.00</u>
plus/minus rounding			<u>\$2.03</u>
Tax to be collected			\$49,207,815.70
Tax collected 97.1374%			<u>\$47,799,188.80</u>
			<b><u>\$1,690,975.83</u></b>
Unpaid taxes to be returned:			
City Treasurer		\$594,666.27	
County Treasurer		<u>\$813,960.63</u>	
TOTAL			<b><u>\$1,408,626.90</u></b>

AND WHEREAS, the district treasurer has verified the accuracy and signed the report of the collector;



THEREFORE, BE IT RESOLVED, that the Board of Education accept the report of the tax collector and having determined that the collector has accounted for the full amount of the tax warrant, directs that the lists of the delinquent tax items with the addition of 6% penalty be certified to the offices of the City and County Treasurers.

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

of the Committee on Special Education meeting dates of November 6, 2023; November 7, 2023; November 8, 2023; November 9, 2023; November 13, 2023; November 14, 2023; November 15, 2023; November 16, 2023; November 20, 2023; November 21, 2023; November 27, 2023; November 28, 2023; November 29, 2023; November 30, 2023; December 4, 2023; December 5, 2023; December 8, 2023; December 15, 2023; December 18, 2023; December 20, 2023; December 21, 2023; January 3, 2024; January 4, 2024; January 5, 2024; January 8, 2024; January 9, 2024; January 11, 2024; January 12, 2024; January 17, 2024; January 18, 2024; and January 19, 2024.

**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Alyssa Brickey	Food Service Helper	Resignation in order to accept another position in the District	1/15/2024
Carie Mchugh	Food Service Helper	Resignation	1/25/2024
Brant Duell	School Monitor	Resignation	1/25/2024
Marilyn Ruiz	School Bus Monitor	Resignation	2/1/2024
Heather Lyon	School Monitor	Resignation in order to accept another position in the District	1/25/2024

B. Leave of Absence

- 1) of Alesha Howe, Teacher Aide at the Primary School, for a leave of absence from March 16, 2024 through May 5, 2024.

C. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Craig VanDemark	School Monitor	1/18/2024	\$15.07/hr.
Alyssa Brickey	Assistant Cook	1/16/2024	\$16.98/hr.
Jordan Boylan	Teacher Aide	1/29/2024	\$15.05/hr.
William Bement	Substitute School Bus Driver	1/16/2024	\$19.00/hr.
Roy Brown	Substitute Custodial Worker	1/24/2024	\$15.38/hr.
Anamari Wallace-Reyes	School Monitor	1/24/2024	\$15.07/hr.
Adriana Espada	Typist (Provisional)	1/29/2024	\$15.81/hr.
Heather Lyon	School Bus Monitor	1/29/2024	\$15.07/hr.
Samantha Cook	Substitute School Monitor	1/29/2024	\$15.00/hr.
Yuri Kubotera	School Registered Nurse	2/1/2024	Step 9
Kelly LaBouf	School Nurse (LPN)	1/30/2024	Step 5
Attilio Carcone	Substitute School Bus Driver	2/12/2024	\$19.00/hr.



2. Instructional Personnel

A. Leave of Absence

- 1) of Taylor Day, Music Teacher at the Middle School, for a leave of absence from April 23, 2024 through June 30, 2024.

B. Appointments

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

1) Interim Substitute Teacher

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Krista Coleman	Spanish Teacher	Middle School	1/29/2024 – TBD

2) Non-Certified Substitute Teachers

the following individuals 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.

- Evan Best
- Chloe Weber
- Lukas Olsson
- Jessica Avery

***End of Consensus Agenda***

**Wayne-Finger Lakes BOCES Board**

Nomination of Dr. O.J. Sahler, Canandaigua City School District resident to Wayne-Finger Lakes BOCES Board

**APPROVED: NOMINATION OF ELECTION TO MEMBERSHIP ON WAYNE-FINGER LAKES BOCES BOARD**

A motion was made by Mrs. Calabrese, seconded by Mr. Johnson, with all present voting yes, the Board of Education nominated of Dr. O.J. Sahler, residing in the Canandaigua City School District, to be a candidate for election to membership on the Board of Education of the Wayne-Finger Lakes BOCES, commencing July 1, 2024.

**Board Committee Reports**

Policy Committee

Mrs. Beth Thomas on behalf of the Committee, with no second required and all in attendance approved the below policies for a second reading:



- 
- **Second Reading-** Policy #5100- Nursing Mothers
  - **Second Reading-** Policy #5110- Workplace Violence Prevention; Conditional Emergency

The following policy was presented for a first reading:

- **First Reading-** Policy #3020 Timeout and Physical Restraint (All Students)

### ***District Committee Reports***

#### **Character Education Committee**

Mrs. Calabrese reported on behalf of the Character Education Committee which met on January 25, 2024. The Committee received updates from each of the building and had a brainstorming session on the plan for the Committee moving forward.

#### **Diversity, Equity, and Inclusion Task Force**

Mrs. Julianne Miller reported on behalf of the Task Force that met on January 17, 2024. The Committee met with Ms. Svetlana Stowell, Monroe 1 BOCES to discuss the work completed in each of the buildings. They also looked at a potential self-assessment tool to view district goals.

#### ***Upcoming Events***

- January 29- 4th Grade Monday Band & Orchestra Informance
- January 31- 4th Grade Wednesday Band & Orchestra Informance
- February 1- UPK Application Open
- February 9-11- Middle School Musical
- February 12- Board Meeting
- February 13- Frieda O'Hanlon Spelling Contest
- February 19- President's Day
- February 20-23- Winter Break
- February 29- Middle School Small Ensemble
- March 1- Transitional Kindergarten Application Open
- March 1-3- CA Players Spring Musical
- March 4- Board Meeting
- March 8-9- CA Players Spring Musical

#### ***Adjournment***

Upon a motion made by Mrs. Thomas, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:49 p.m. The next Regular meeting will be on February 12, 2024 at 6:30 p.m.

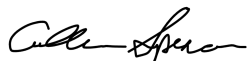
Respectfully submitted,

Deborah Sundlov  
District Clerk

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

<b>Balance Forward:</b>	<b>December 1, 2023</b>	767,396.80
<b>Receipts</b>		
	Meal Claims	292,221.00
	Cafeteria Deposits - Sent by School Café	4,321.87
	Cafeteria Deposits - Sent by D.O.	
	Account Deposits - Online	14,869.78
	Refunds	
	Commissions	827.93
	Local Foods Grant	
	Rebates	
	Federal Supply Chain Assistance	
	Donation	
	Invoices	988.44
	Interest	2,787.39
		316,016.41
	Total Receipts	
<b>Disbursements</b>		
	Warrant	(97,994.55)
	Sales Tax	
	Xfer to General	
	Payroll 12/15/23	(28,475.96)
	Payroll 12/31/23	(30,752.83)
		(157,223.34)
	Total Disbursements	
<b>Balance on Hand:</b>	<b>December 31, 2023</b>	<b>\$ 926,189.87</b>
<b><u>Bank Reconciliation</u></b>		
Bank Statement		
	CNB 5115      0.03%	287,749.45
	CNB Paypal      0.00%	1,258.00
	NYCLASS 0010	621,460.65
	Deposit in transit (Café Deposit)	
	Deposit in transit (from General)	78,800.00
	Outstanding Checks	(63,078.23)
	<b>Reconciled Balance</b>	<b>\$ 926,189.87</b>

Respectfully Submitted,



Cullen Spencer, Treasurer  
1/29/2024

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



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

**Balance Forward: December 1, 2023** 6,464,033.65

**Receipts**

Receipts		
Xfer from Capital Checking CNB		
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	27,595.54	
Total Receipts	27,595.54	27,595.54

**Disbursements**

Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation	(1,153,444.85)	
Due to DS		
Total Disbursements	(1,153,444.85)	(1,153,444.85)

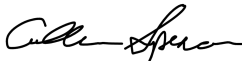
**Balance on Hand: December 31, 2023** \$ 5,338,184.34

**Bank Reconciliation**

Bank Statement	CNB 2223	0.03%	38,944.02
Bank Statement	NYCLASS		5,299,240.32
Xfer in transit (to Capital Checking)			

**Reconciled Balance** \$ 5,338,184.34

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**1/29/2024**

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

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

**Balance Forward: December 1, 2023** 648,368.32  
**Receipts**

Loan from General for Asset Preservation		
Loan from General for Bus Purchase		
Insurance Proceeds for Academy Gym Floor	6,625.00	
Smart Schools Bond		
Xfer from BAN Proceeds for Asset Preservation	1,153,444.85	
Xfer from General to settle interfund loans		
Refund (Terracon)		
Interest		
<b>Total Receipts</b>		<b>1,160,069.85</b>

**Disbursements**


Warrant	(784,819.85)	
Xfer to Capital Savings		
Prior month correction		
Due to DS		
Due to General		
<b>Total Disbursements</b>		<b>(784,819.85)</b>

**Balance on Hand: December 31, 2023** **\$ 1,023,618.32**

**Bank Reconciliation**

Bank Statement	CNB 5645	-
	Chase 1109	606,500.65
Deposit in Xfer		784,769.85
Outstanding Checks		(367,652.18)
<b>Reconciled Balance</b>		<b>\$ 1,023,618.32</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**1/29/2024**

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

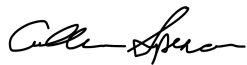
Treasurer's Report  
Debt Service  
December 1 - December 31, 2023

<b>Balance Forward:</b>	<b>December 1, 2023</b>		788,493.70
<b>Receipts</b>			
	Due from Capital		
	BAN Premium		
	Interest - CD	1,158.63	
	Interest - Checking	44.11	
	<b>Total Receipts</b>	<hr/>	1,202.74
<b>Disbursements</b>			
	Xfer to General	-	
	<b>Total Disbursements</b>	<hr/>	-
<b>Balance on Hand:</b>	<b>December 31, 2023</b>		<u><u>\$ 789,696.44</u></u>

**Bank Reconciliation**

Bank Statement	CNB 7123	222,122.44
Bank Statement	CD 7700	567,574.00
Deposit in transit (refund of CNB wire fee)		
	<b>Reconciled Balance</b>	<u><u>\$ 789,696.44</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer  
1/29/2024

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

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

**Balance Forward: December 1, 2023** 112,274.25

**Receipts**

PR 12/15	1,935,003.84	
PR 12/31	2,048,107.70	
Xfer for TSA contribution (ER)	1,163.50	
XFER from VEBA for funding		
Retiree Accrued benefit payouts		
ERS Adjustments	185.74	
Xfer from General Now		
OMNI Refund		
Interest	7.74	
<b>Total Receipts</b>	<b>3,984,468.52</b>	

**Disbursements**

Warrant	(3,983,111.54)	
Sales Tax remittance		
BRI Balance due		
ERS Adjustments		
Omni TSA Contributions (ER)	(3,058.50)	
Xfer to Gen Now		
PCORI Fee		
Due to General		
<b>Total Disbursements</b>	<b>(3,986,170.04)</b>	

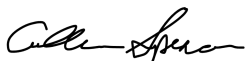
**Balance on Hand: December 31, 2023** **\$ 110,572.73**

**Bank Reconciliation**

Bank Statement	CNB 8615	0.03%	133,247.65
Charge in-transit (ERS)			(20,329.69)
Charge in-transit (United Way)			(68.89)
Charge in-transit (Xfer to Gen for Medical Ded)			(1,166.34)
Outstanding Checks			(1,110.00)

**Reconciled Balance** **\$ 110,572.73**

Respectfully Submitted,



Cullen Spencer, Treasurer  
1/29/2024

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

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

**Balance Forward: December 1, 2023** 544,775.30

**Receipts**

IDEA 611	202,598.00
IDEA 619	3,188.00
ARP-IDEA 611	
ARP-IDEA 619	16,008.00
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	92,332.00
ARP-Homeless	

	314,126.00
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**Disbursements**

Warrant - Checks	(10,817.96)
Warrant - ACH	(33,807.60)
Due to General	
PR Adjustments	
XFER to Gen for interfund loan paydown	(100,000.00)
PR 12-15	(115,355.35)
PR 12-31	(114,416.21)

	(374,397.12)
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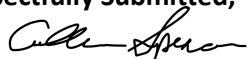
**Balance on Hand: December 31, 2023** \$ 484,504.18

**Bank Reconciliation**

Bank Statement	Chase 1117	0.00%	485,204.19
Outstanding Checks			(700.01)
Deposit in transit (xfer from Gen Muni)			

	\$ 484,504.18
--	---------------

Respectfully Submitted,



Cullen Spencer, Treasurer  
1/29/2024

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

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

**Balance Forward: December 1, 2023** 38,759,089.05

**Receipts**

STAR		
Gen Aid	213,417.24	
VLT	143,804.16	
Excess Cost Aid	1,457,809.50	
Nonresident Homeless Aid		
Incarcerated Youth		
Instructional Materials Aid		
Summer Sch 4408		
Retiree Health ACH		
MCD		
Ch. 47/66/721		
IB Exam Waivers		
FEMA		
Xfer from Gen Paypal		
Xfer from Leadership for PSAT Proctors		
Xfer from Gen Now	13,711,823.12	
Xfer from Unemployment		
E-rate		
Chromebook sales		
Interest	82,029.05	
<b>Total Receipts</b>	<b>15,608,883.07</b>	

**Disbursements**

Xfer to General Now		(7,200,000.00)
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>(7,200,000.00)</b>

**Balance on Hand: December 31, 2023** **\$ 47,167,972.12**

**Bank Reconciliation**

Bank Statement	CNB 4323	4,906,003.22
	NYCLASS 01-1165-0006	3,510,422.36
	CNB CD 3476	5,533,013.85
	CNB CD 7795	7,254,778.48
	CNB CD 7993	
	CNB CD 9345	6,061,547.66
	CNB CD 9618	
	CNB CD 4169	4,509,222.50
	CNB CD 0854	7,244,302.56
	CNB CD 1006	5,227,481.49
	CNB CD 2894	3,000,000.00
In-transit (Xfer from Deductions for 8/15/22 Payroll)		
In-transit (Xfer to Fed)		
In-transit (Xfer from Unemployment)		
In-transit (Xfer to Cafe)		(78,800.00)
<b>Reconciled Balance</b>		<b>\$ 47,167,972.12</b>

Respectfully Submitted,



Cullen Spencer, Treasurer  
1/29/2024

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

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

**Balance Forward: December 1, 2023** 14,372,653.87

**Receipts**

Tax Collections	14,049,413.66	
County Prior Year Taxes		
County Tax Penalty		
Medical Payroll Deductions	111,842.26	
Dental Payroll Deductions	12,463.26	
Invoices	911.47	
City Prior Year Taxes	9,633.43	
City Tax Penalty	1,497.02	
PILOT	73,727.08	
BOCES		
Refunds	32,536.62	
Student Fees		
Donations		
Insurance Recovery		
E-rates		
Misc		
Scrap	651.00	
Square Chromebook sales		
Xfer from Gen Muni	7,200,000.00	
Xfer from Café		
ACH Return		
Xfer from Extracurricular	2,250.00	
Retiree Health ACH		
Xfer from Capital		
Xfer from Federal	100,000.00	
Interest	1,656.87	
Total Receipts	21,596,582.67	

**Disbursements**

Warrant	(1,292,328.29)	
Xfer to Capital		
Payroll 12/15	(1,791,172.53)	
Payroll 12/31	(1,902,938.66)	
NSF Check		
Xfer to Leadership		
Health Insurance Wire	(2,093,564.39)	
ERS Annual Invoice	(1,295,395.00)	
Xfer to VEBA	(23,817.51)	
Loan to Capital for Asset Pres		
Xfer to Deductions	(1,163.50)	
VEBA Cash Balance xfer to BRI	(100,000.00)	
BAN Principal		
BAN Interest		
H S A Fundings	(3,347.49)	
Xfer to Gen Muni	(13,711,823.12)	
Bond Interest	(820,686.81)	
Bond Principal		
Check Print Postage	(82.68)	
Total Disbursements	(23,036,319.98)	

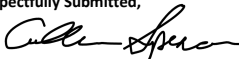
**Balance on Hand: December 31, 2023** \$ 12,932,916.56

**Bank Reconciliation**

<b>Bank Statement</b>		
CNB 9172		672,190.55
Tax Collection 6026		337,654.39
Chase Lockbox 6841		798,802.71
CNB 3427		114.83
Chase Treasuries		11,998,892.86
Outstanding Checks		(76,544.32)
Deposit in-transit (from Gen Muni)		
Charge in-transit (Extracurricular)		(114.83)
Charge in-transit (Payroll HSA)		(13,309.78)
Charge in-transit (To capital)		(784,769.85)

**Reconciled Balance** \$ 12,932,916.56

Respectfully Submitted,



Cullen Spencer, District Treasurer  
1/29/2024

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

Treasurer's Report  
Leadership  
December 1 - December 31, 2023

**Balance Forward: December 1, 2023** \$ 88,069.00  
**Receipts**

Vanco RevTrak Revenue		
Donation from Extracurricular		
Interest	262.97	
Xfer from General Now		
Cash Receipt Query Attached	49,602.50	
<b>Total Receipts</b>		<b>49,865.47</b>

**Disbursements**

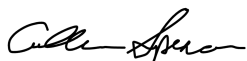
Warrant		(5,688.42)
NSF Check		(294.00)
FNBO Credit Card		
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Trust Memorial		
Write-off NSF check #500 (Crockton)		
<b>Total Disbursements</b>		<b>(5,982.42)</b>

**Balance on Hand: December 31, 2023** \$ 131,952.05

**Bank Reconciliation**

Bank Statement CNB 4762		74,868.25
Bank Statement NYCLASS 0009		58,346.61
Less Outstanding Checks		(1,299.81)
Xfer to XC in-transit - Tops Escrip Correction		
Deposit in-transit (Stop payment fee reversal)		37.00
<b>Reconciled Balance</b>		<u><u>\$ 131,952.05</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**1/29/2024**

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



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

**Balance Forward: December 1, 2023** 11,727.30

**Receipts**

Net Payroll 12/15	1,261,808.17	
Net Payroll 12/31	1,344,476.61	
Xfer from Gen Now		
ACH Return		
Payroll adjustments		
Interest	10.36	
Total Receipts	2,606,295.14	

**Disbursements**

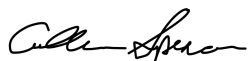
Payroll Checks	(40,195.75)	
Payroll Dir Dep 12/15	(1,246,405.89)	
Payroll Dir Dep 12/31	(1,319,683.14)	
Adj for negative PR checks		
Xfer to General Now		
Total Disbursements	(2,606,284.78)	

**Balance on Hand: November 30, 2023** \$ 11,737.66

**Bank Reconciliation**

Bank Statement CNB 7815 0.03%	42,552.88	
Outstanding Checks	(30,815.22)	
Deposit in transit - Stop payment fee refund		
Small balance adj		
<b>Reconciled Balance</b>	<b>\$ 11,737.66</b>	

Respectfully Submitted,



Cullen Spencer, Treasurer  
1/29/2024

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

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

**Balance Forward: December 1, 2023** 380,622.87

**Receipts**

Dividends		
Academy Trust		
Sara Shenkman	18.07	
Donations/Contributions	1,000.00	
Investment Results		
Stale-Dated Check write-offs		
Interest	0.29	
<b>Total Receipts</b>		<b>1,018.36</b>

**Disbursements**


Warrant		
Xfer to Extracurricular		
Investment Results		
Due to Extra Curricular		
<b>Total Disbursements</b>		<b>-</b>

**Balance on Hand: December 31, 2023** \$ 381,641.23

**Bank Reconciliation**

Bank Statement	CNB Invest	369,713.15
Bank Statement	CNB 6516	12,778.08
Less Outstanding Checks		(850.00)
Charges in-transit (To Leadership for SS donation)		
	<b>Reconciled Balance</b>	<u><u>\$ 381,641.23</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
1/29/2024

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

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

**Balance Forward: December 1, 2023** 448,605.57  
**Receipts**

Veba funding from General	23,817.51	
Interest Earnings on CD		
Due from General		
Interest	844.85	
Total Receipts	24,662.36	

**Disbursements**

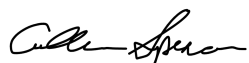
Funding to BRI		
Xfer for Veba Funding		
BRI Admin Fees		
Xfer to General for Admin Fees	-	
Total Disbursements	-	

**Balance on Hand: December 31, 2023** \$ 473,267.93

**Bank Reconciliation**

Bank Statement CNB 3023	60,486.84	
Bank Statement CD 7735	412,781.09	
Reconciled Balance	\$ 473,267.93	

Respectfully Submitted,



Cullen Spencer, Treasurer  
1/29/2024

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

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2023 To 12/31/2023



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	48,287,665.69	2,810,334.31
<a href="#">A 1081</a>	Other Payment in Lieu of Taxes	658,094.00	0.00	658,094.00	405,234.38	252,859.62
<a href="#">A 1085</a>	School Tax Relief Reimbursement	0.00	0.00	0.00	2,746,391.33	-2,746,391.33
<a href="#">A 1090</a>	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	106,952.55	68,047.45
<a href="#">A 1335</a>	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	854.56	4,145.44
<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	565,107.05	-415,107.05
<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	77,287.48	-74,787.48
<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	38,015.27	36,984.73
<a href="#">A 2705</a>	Gifts and Donations	0.00	8,938.00	8,938.00	8,938.00	0.00
<a href="#">A 2770</a>	Other Unclassified Revenues	60,000.00	0.00	60,000.00	111,225.73	-51,225.73
<a href="#">A 3101</a>	Formula Operating Aid	31,631,165.00	0.00	31,631,165.00	4,916,331.23	26,714,833.77
<a href="#">A 3102</a>	VLT Lottery Aid	0.00	0.00	0.00	5,473,133.81	-5,473,133.81
<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	49,755.00	145,245.00
<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 4289</a>	Other Federal Aid (Specify)	0.00	0.00	0.00	9,077.00	-9,077.00
<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>8,938.00</b>	<b>86,827,697.00</b>	<b>62,814,460.15</b>	<b>24,013,236.85</b>
<a href="#">C 1240</a>	Qualified Breakfast Sales	50,000.00	0.00	50,000.00	16,384.00	33,616.00
<a href="#">C 1245</a>	Other Breakfast Sales	10,000.00	0.00	10,000.00	2,577.05	7,422.95
<a href="#">C 1440</a>	Qualified Lunch Sales	330,000.00	0.00	330,000.00	72,357.00	257,643.00
<a href="#">C 1445</a>	Other Lunch Sales	145,000.00	0.00	145,000.00	76,707.48	68,292.52
<a href="#">C 1446</a>	Catering/Special Events	6,000.00	0.00	6,000.00	257.25	5,742.75

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">C 2401</a>	Interest and Earnings	500.00	0.00	500.00	16,125.67	-15,625.67
<a href="#">C 2402</a>	Over/Short	0.00	0.00	0.00	-49.45	49.45
<a href="#">C 2770</a>	Other Unclassified Revenue	0.00	0.00	0.00	7,270.93	-7,270.93
<a href="#">C 2771</a>	Commissions	7,500.00	0.00	7,500.00	3,655.48	3,844.52
<a href="#">C 3190</a>	State Aid - School Lunch	20,000.00	0.00	20,000.00	114,447.00	-94,447.00
<a href="#">C 3290</a>	State Aid - School Breakfast	10,000.00	0.00	10,000.00	40,086.00	-30,086.00
<a href="#">C 4190</a>	Surplus Food - Federal	60,000.00	0.00	60,000.00	31,882.11	28,117.89
<a href="#">C 4190.100</a>	Federal Lunch	675,000.00	100,000.00	775,000.00	285,876.00	489,124.00
<a href="#">C 4190.200</a>	Federal Breakfast	230,000.00	0.00	230,000.00	102,723.00	127,277.00
<a href="#">C 4190.300</a>	Other Federal Revenues	12,469.00	90,000.00	102,469.00	94,938.00	7,531.00
<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	4,336.77	20,663.23
	<b>C Totals:</b>	<b>1,601,469.00</b>	<b>190,000.00</b>	<b>1,791,469.00</b>	<b>881,840.29</b>	<b>909,628.71</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	204,951.00	819,806.00
	<b>FIB Totals:</b>	<b>1,024,757.00</b>	<b>0.00</b>	<b>1,024,757.00</b>	<b>204,951.00</b>	<b>819,806.00</b>
<a href="#">FIC 4256</a>	IDEA Section 619	32,662.00	0.00	32,662.00	6,532.00	26,130.00

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	<b>FIC Totals:</b>	<b>32,662.00</b>	<b>0.00</b>	<b>32,662.00</b>	<b>6,532.00</b>	<b>26,130.00</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>
<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	134,824.00	134,824.00
<a href="#">FUP 3289.FX</a>	Universal PreK - Federal Expansion	461,664.00	0.00	461,664.00	92,332.00	369,332.00
	<b>FUP Totals:</b>	<b>731,312.00</b>	<b>0.00</b>	<b>731,312.00</b>	<b>227,156.00</b>	<b>504,156.00</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	6,625.00	663,628.06
<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>6,625.00</b>	<b>730,344.77</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

**Canandaigua City School District**

**Revenue Status Report By Function From 7/1/2023 To 12/31/2023**



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	<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="#">TC 2770.44</a>	Taxes Collected - Wood Library	0.00	0.00	0.00	920,150.00	-920,150.00
	<b>TC Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>920,150.00</b>	<b>-920,150.00</b>
<a href="#">V 2401</a>	Interest & Earnings	0.00	0.00	0.00	253,084.48	-253,084.48
	<b>V Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>253,084.48</b>	<b>-253,084.48</b>
	<b>Grand Totals:</b>	<b>120,415,317.93</b>	<b>202,167.50</b>	<b>120,617,485.43</b>	<b>65,685,880.22</b>	<b>54,931,605.21</b>

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 12/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	22,650.00	0.00	22,650.00	358.50	0.00	22,291.50
120	Instructional Salary	*	7,856,378.00	6,005.00	7,862,383.00	2,585,021.97	4,706,877.16	570,483.87
121	Instructional Salary	*	369,699.00	495.00	370,194.00	123,775.68	215,466.32	30,952.00
122	Instructional Salary	*	5,000.00	0.00	5,000.00	859.00	0.00	4,141.00
129	Instructional Salary	*	15,738.00	0.00	15,738.00	6,858.50	0.00	8,879.50
130	Instructional Salary	*	9,307,397.00	-43,000.00	9,264,397.00	3,112,925.49	5,615,516.70	535,954.81
140	Instructional Salary Substitutes	*	798,750.00	0.00	798,750.00	230,434.52	0.00	568,315.48
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	55,987.65	11,910,537.65	4,683,970.25	6,316,761.22	909,806.18
151	Instructional Salary	*	9,550.00	0.00	9,550.00	1,051.00	0.00	8,499.00
160	Non-Instructional Salary	*	10,580,894.00	15,022.85	10,595,916.85	4,516,027.33	2,269,217.32	3,810,672.20
200	Equipment	*	658,783.00	100,491.77	759,274.77	466,979.41	15,838.49	276,456.87
220	Computer Hardware	*	130,600.00	38,514.46	169,114.46	105,303.49	0.00	63,810.97
400	Contractual	*	3,561,640.00	139,878.89	3,701,518.89	1,402,173.93	1,614,114.28	685,230.68
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	2,007,944.00	318,484.87	2,326,428.87	1,293,717.23	591,802.30	440,909.34
460	Computer Software	*	109,436.00	12,481.35	121,917.35	63,026.95	21,583.64	37,306.76
470	Tuition	*	1,322,880.00	12,551.00	1,335,431.00	454,829.97	869,221.30	11,379.73
480	Textbooks	*	249,529.00	-4,166.35	245,362.65	113,799.28	17,475.04	114,088.33
490	BOCES	*	9,075,810.00	-25,245.00	9,050,565.00	3,125,912.76	5,791,852.24	132,800.00
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	911,277.44	0.00	2,184,536.56
800	Employee Benefits	*	22,881,055.00	-62,190.00	22,818,865.00	11,366,194.07	4,080,124.12	7,372,546.81
900	Interfund Transfers	*	305,000.00	0.00	305,000.00	4,336.77	0.00	300,663.23
<b>Fund ATotals:</b>			<b>88,296,097.00</b>	<b>565,311.49</b>	<b>88,861,408.49</b>	<b>34,913,833.54</b>	<b>32,125,850.13</b>	<b>21,821,724.82</b>
160	Non-Instructional Salary	*	534,750.00	0.00	534,750.00	235,810.21	38,625.00	260,314.79
200	Equipment	*	32,469.00	176,718.87	209,187.87	88,293.87	67,411.46	53,482.54
400	Contractual	*	701,000.00	80,000.00	781,000.00	362,151.91	351,490.61	67,357.48
450	Supplies	*	67,500.00	21,679.98	89,179.98	42,336.31	39,730.63	7,113.04
800	Employee Benefits	*	265,750.00	0.00	265,750.00	127,988.38	6,626.10	131,135.52
<b>Fund CTotals:</b>			<b>1,601,469.00</b>	<b>278,398.85</b>	<b>1,879,867.85</b>	<b>856,580.68</b>	<b>503,883.80</b>	<b>519,403.37</b>



# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 12/31/2023



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	497,217.88	567,573.95	42,845.63
160		*	0.00	0.00	0.00	6,441.15	0.00	-6,441.15
400		*	12,026.82	14,300.00	26,326.82	14,326.82	0.00	12,000.00
450		*	89,807.20	1,656.29	91,463.49	1,882.91	60.21	89,520.37
800		*	309,836.14	0.00	309,836.14	0.00	0.00	309,836.14
	<b>Fund FARTotals:</b>		<b>1,519,307.62</b>	<b>15,956.29</b>	<b>1,535,263.91</b>	<b>519,868.76</b>	<b>567,634.16</b>	<b>447,760.99</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	839.00	8,150.00	0.00
	<b>Fund FHLTotals:</b>		<b>589.00</b>	<b>8,400.00</b>	<b>8,989.00</b>	<b>839.00</b>	<b>8,150.00</b>	<b>0.00</b>
150	Instructional Salary	*	464,616.00	0.00	464,616.00	168,469.28	296,040.72	106.00
400	Contractual	*	7,084.15	4,908.00	11,992.15	1,362.37	3,775.99	6,853.79
450	Supplies	*	13,341.00	3,230.84	16,571.84	3,000.00	0.00	13,571.84
800	Employee Benefits	*	5,292.00	0.00	5,292.00	0.00	0.00	5,292.00
	<b>Fund FIATotals:</b>		<b>490,333.15</b>	<b>8,138.84</b>	<b>498,471.99</b>	<b>172,831.65</b>	<b>299,816.71</b>	<b>25,823.63</b>
150	Instructional Salary	*	590,531.00	1,080.00	591,611.00	193,816.94	387,829.06	9,965.00
160	Non-Instructional Salary	*	196,055.00	-8,061.62	187,993.38	76,100.46	27,060.85	84,832.07
400	Contractual	*	74,199.00	0.00	74,199.00	74,197.35	0.00	1.65
800	Employee Benefits	*	163,972.00	6,981.62	170,953.62	0.00	0.00	170,953.62
	<b>Fund FIBTotals:</b>		<b>1,024,757.00</b>	<b>0.00</b>	<b>1,024,757.00</b>	<b>344,114.75</b>	<b>414,889.91</b>	<b>265,752.34</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	9,868.75	8,683.25	0.00

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 12/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
400	Contractual	*	11,560.00	2,040.00	13,600.00	13,600.00	0.00	0.00
	<b>Fund FICTotals:</b>		<b>32,662.00</b>	<b>0.00</b>	<b>32,662.00</b>	<b>23,468.75</b>	<b>8,683.25</b>	<b>510.00</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	25,722.80	45,943.20	-945.02
400	Contractual	*	6,020.44	0.00	6,020.44	996.00	0.00	5,024.44
450	Supplies	*	39.00	0.00	39.00	26.98	0.00	12.02
460	Travel	*	1,013.00	0.00	1,013.00	265.00	0.00	748.00
	<b>Fund FIITotals:</b>		<b>77,793.42</b>	<b>0.00</b>	<b>77,793.42</b>	<b>27,010.78</b>	<b>45,943.20</b>	<b>4,839.44</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	14,400.00	18,700.00	5,618.00
450	Supplies	*	2,326.74	219.99	2,546.73	2,144.54	0.00	402.19
	<b>Fund FIVTotals:</b>		<b>41,042.89</b>	<b>219.99</b>	<b>41,262.88</b>	<b>16,544.54</b>	<b>18,700.00</b>	<b>6,018.34</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	139,979.95	0.00	19,020.05
400	Contractual	*	51,500.00	-500.00	51,000.00	25,498.97	0.00	25,501.03
450	Supplies	*	600.00	0.00	600.00	28,073.73	376.44	-27,850.17
470	Tuition	*	132,000.00	500.00	132,500.00	132,440.50	0.00	59.50
490		*	370,000.00	0.00	370,000.00	0.00	370,000.00	0.00
800	Employee Benefits	*	80,000.00	0.00	80,000.00	72,567.22	0.00	7,432.78
	<b>Fund FSSTotals:</b>		<b>883,100.00</b>	<b>0.00</b>	<b>883,100.00</b>	<b>486,237.37</b>	<b>370,376.44</b>	<b>26,486.19</b>
150	Instructional Salary	*	269,504.00	7,901.00	277,405.00	102,665.52	174,739.48	0.00
160	Non-Instructional Salary	*	45,256.00	0.00	45,256.00	15,901.62	0.00	29,354.38
400	Contractual	*	374,000.00	0.00	374,000.00	117,700.00	256,300.00	0.00
800	Employee Benefits	*	42,552.00	-7,901.00	34,651.00	0.00	0.00	34,651.00
	<b>Fund FUPTotals:</b>		<b>731,312.00</b>	<b>0.00</b>	<b>731,312.00</b>	<b>236,267.14</b>	<b>431,039.48</b>	<b>64,005.38</b>

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
240	*	10,000.00	0.00	10,000.00	8,235.36	1,764.64	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>8,235.36</b>	<b>1,764.64</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	6,005.58	745.00	1,000.42
<b>Fund HAGTotals:</b>		<b>700,469.27</b>	<b>36,500.50</b>	<b>736,969.77</b>	<b>10,526.83</b>	<b>33,536.25</b>	<b>692,906.69</b>
201	*	17,000.00	541,143.89	558,143.89	466,984.58	91,159.31	0.00
240	*	325,030.26	70,779.31	395,809.57	9,810.95	35,968.36	350,030.26
243	*	16,032.00	-7,774.00	8,258.00	0.00	226.00	8,032.00
244	*	-1,290.50	91,281.05	89,990.55	18,183.15	71,807.40	0.00
245	*	82,003.22	12,234.69	94,237.91	67,214.15	12,020.54	15,003.22
246	*	203,458.89	-160,180.75	43,278.14	37,910.00	5,054.50	313.64
253	*	1,812,717.37	-896,314.17	916,403.20	0.00	0.00	916,403.20
293	*	272,776.81	5,134,833.99	5,407,610.80	2,958,727.52	2,367,840.28	81,043.00
294	*	11,216.29	1,804,844.92	1,816,061.21	819,089.79	996,971.42	0.00
295	*	17,681.00	301,062.44	318,743.44	199,763.38	106,826.06	12,154.00
296	*	0.00	1,661,376.60	1,661,376.60	863,307.39	796,066.21	2,003.00
297	*	-19,929.00	2,723,751.03	2,703,822.03	2,351,827.15	330,273.88	21,721.00
<b>Fund HAPTotals:</b>		<b>2,736,696.34</b>	<b>11,277,039.00</b>	<b>14,013,735.34</b>	<b>7,792,818.06</b>	<b>4,814,213.96</b>	<b>1,406,703.32</b>
210	*	1,455,189.00	0.00	1,455,189.00	0.00	1,435,496.94	19,692.06
<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>1,435,496.94</b>	<b>19,692.06</b>

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
200	*	170,697.81	0.00	170,697.81	0.00	0.00	170,697.81
400	*	75,974.19	0.00	75,974.19	0.00	0.00	75,974.19
	<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>
440	*	0.00	0.00	0.00	920,150.00	0.00	-920,150.00
	<b>Fund TCTotals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>920,150.00</b>	<b>0.00</b>	<b>-920,150.00</b>
<b>Grand Totals:</b>		<b>99,942,819.94</b>	<b>12,193,494.46</b>	<b>112,136,314.40</b>	<b>46,333,094.96</b>	<b>41,080,278.87</b>	<b>24,722,940.57</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):**  
**Spanish IB**

**Destination:**  
**San Juan, Puerto Rico**

**Departure Date and Approximate Time:**  
**Friday 11/8/24 AM**

**Return Date and Approximate Time:**  
**Tuesday 11/12/24 PM**

**Number of Students Expected to Attend:**  
**~ 20**

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

**2-3 We will also have a 24 hr tour guide with us.**

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

**Mode of Transportation (include bus service / airline):**

**Motorcoach and airplane (Delta)**  
**Accommodations (Hotel information such as address, phone number and webpage link):**

**Holiday Inn Express San Juan, Puerto Rico**

**Refund policy/ Insurance or other recoup options:**  
**AIG Travel Guard**  
**Additional \$100 if purchased by traveler**

<b>Cost per student</b>	
Package Amount	\$1,575
<i>or</i> Breakdown Amount	
Travel	
Lodging	
<b>Meals</b>	
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	
Less Club Contribution	
Less Expected Fundraising	
<b>Final Cost to Student</b>	<b>\$1,575</b>

**Request for Overnight Field Trip**

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

Whenever a student can travel and experience the language and culture first hand, their classroom lessons are brought to life. Experience of a lifetime

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

- o A detailed itinerary - **attached**
- o Introductory letter
- 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

Nicole Askin  
Name (print) of Trip Coordinator

Nicole Askin  
Signature of Trip Coordinator

1/30/24  
Date

**Approvals: (Office Use Only)**

Principal/AD/Supervisor: (Initial) MS (Final) \_\_\_\_\_  
Director Of Transportation: (Initial) MS (Final) \_\_\_\_\_  
ASI: (Initial) MS (Final) \_\_\_\_\_  
Superintendent: (Initial) MS (Final) \_\_\_\_\_  
Board of Education: (Initial) \_\_\_\_\_ (Final) \_\_\_\_\_

# Introductory Letter

Dear 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. **IB-B Spanish students will have an opportunity to travel to Puerto Rico and have their classroom lessons come to life!**

Enclosed you will find the following important forms that must be completed and RETURNED by 5/2/24:

- 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:  
[askinn@canandaiguaschool.sorg](mailto:askinn@canandaiguaschool.sorg)

**The final payment for this trip was due on 8/31/24. 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 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 11/8/24-11/12/24

Class/Group IB Spanish

Teacher/Supervisor Nicole Askin

Trip Destination San Juan, Puerto Rico

Other Planned Stops \_\_\_\_\_

Planned Departure Time 11/8/24 AM Planned Return Time 11/12/24 PM

Departing From ROC Airport Returning To ROC Airport

**Additional**

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



**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 TBD

Date of trip: 11/8/24-11/12/24

Hotel: Holiday Inn Express

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 Puerto Rico on 11/8/24

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

Re: Medication for Trip

Academy Nurse  
Puerto Rico

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. TBD
- 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.

585-396-3821

**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**

IB Spanish Puerto Rico

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.

## Attachment 7

### Behavior Expectations/Monitoring Guidelines

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

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

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

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**CANANDAIGUA**  
**IB Spanish Trip to Puerto Rico**

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

**1. Drugs, Alcohol and Tobacco**

The students of Canandaigua IB Spanish 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 11/8/24 and return to Canandaigua on 11/12/24 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 Puerto Rico 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. San Juan 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 Puerto Rico 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 San Juan 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** The tour company and the bus company are not responsible for lost 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.



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**November 8-12, 2024**

*See Reverse for Price, Inclusions,  
Terms & Conditions*



*El Morro Fortress, Old San Juan*

**Fri., Nov 8 Departure & San Juan Tour**

Meet your group at the Rochester Airport and board your flight to **San Juan, Puerto Rico (with one connection)**. [Travelers will need to be prepared to pay \$35 checked bag fees at check in if they plan to check a suitcase with the airlines] Arrive in San Juan later this afternoon, meet your **local tour guide and motorcoach**, and then transfer to your hotel to check in. Have some time to get settled and explore the area before transferring to dinner on foot. **Dinner and overnight in San Juan (Condado area)**.

**Sat., Nov 9 Old San Juan & El Morro Fortress**

After **breakfast at the hotel**, transfer into Old San Juan and **enjoy a guided walking tour** of that will lead you through five centuries of history including the remaining portions of the old city walls and San Juan Gate, La Princesa, La Fortaleza, Mansion Ejecutiva, La Casa Blanca, Plaza de San Jose, Plaza de Colon, the Old San Juan Cemetery, and the beautiful San Juan Cathedral. After time to get lunch (own expense), have a **guided tour of El Morro**, the famous fortress located in the tip of Old San Juan, designated a World Heritage Site by the UN. **Dinner and overnight in San Juan (Condado area)**.

**Sun., Nov 10 El Yunque Zipline/Hike, Bio Bay Kayak**

Today is reserved for a full-day excursion to the eastern portion of the island. Begin with a **ziplining adventure in El Yunque**, the only tropical rainforest in the U.S. Forest System - glide through the upper canopy of the trees using a cable and a safety rope, while witnessing the stunning rainforest scenery all around! Also enjoy a **guided hike in El Yunque to Las Minas Falls**. Keep your eyes open as your guide identifies the many species of tropical trees, flowers, and wildlife, including the endangered Puerto Rican Parrots. Later this evening, travel to the northwest corner of the island and have **dinner with your group in Fajardo**. Then, as night falls, embark on

**Sun., Nov 10 *continued***

an unforgettable experience as you **kayak in Laguna Granda**, one of Puerto Rico's unique and fascinating bioluminescent bays where the water lights up like magic as the microscopic dinoflagellates illuminate underwater with motion. Return to San Juan late this evening. **Overnight in San Juan (Condado area)**.

**Mon., Nov 11 Beach, Shopping & Dance Lessons**

Today is reserved for an excursion to Luquillo Beach, claimed by many to be the most beautiful beach in all of Puerto Rico where you can enjoy the sun and sand of the Caribbean! This afternoon, have time for last minute souvenir shopping in Old San Juan, followed by a **Latin Dance lessons & a farewell dinner**. **Final overnight in San Juan (Condado)**.

**Tues., Nov 12 **Return****

After **breakfast**, check out of your hotel this morning and travel to the San Juan Airport where you will board your **return flight**. Return to central New York via **private motorcoach**.



*Luquillo  
Beach*



*Bio Bay  
Kayaking*



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**Price, Inclusions, Terms & Optional Travel Protection**

**PUERTO RICO: November 8-12, 2024**

**Canandaigua High School Spanish Students (Tour #110724 CN)**

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- Tour Price:** \$1,525.00 per student – with 24 students (quad/triple occupancy)  
\$1,575.00 per student – with 20 students (quad/triple occupancy)
- Registration:** **Due Friday, April 26, 2024 - Registration Form+\$100 Deposit**  
+ \$100.64 if optional AIG travel protection is selected (see below+ attached)  
Submit to: Group Tours, Inc. 668 Phillips Road, Victor, NY 14564  
or email to [office@grouptoursinc.com](mailto:office@grouptoursinc.com) & pay online at [www.grouptoursinc.com](http://www.grouptoursinc.com)
- Payments:** Use provided payment coupons to mail a check or pay online by credit card:  
\$300.00 due May 30, June 30, July 31, August 31  
\$Balance (pending final group size) due September 29, 2024

**Price:** The price listed is specific to this custom designed itinerary, group size, inclusions, and dates. If any unexpected changes occur relative to the planned itinerary, services, or group size, the agency will work with the tour chaperones to make adjustments or substitutions in order to operate the tour within the specified price/budget.

**Price Includes:** Roundtrip flights between Rochester, NY and San Juan, Puerto Rico (including all airline taxes & fees), ground transportation via private vehicles for all included sightseeing, 4 nights hotel accommodations at *Holiday Inn Express standard* including breakfast daily taxes, fees (4/3 per room for students; 2 per room for chaperones), guided tour of Old San Juan and El Morro, Ziplining & guided hike in El Yunque, nighttime kayak tour on bio bay, excursion to Luquillo beach, 4 dinners, Latin dance lessons, and services of your teacher chaperones (1 per 8 students) and a local guide/tour manager.

**Not Included:** Lunches, meals on flights/while traveling, airline fees for checked bags, spending money, luggage handling, incidentals, anything not specifically listed above.

**Program Information & Materials:** A detailed Final Itinerary with the timed daily schedule and all contact information will be distributed at a Final Travel Information meeting approximately 3-4 weeks prior to tour departure. **Tour Coordinator Contact Info: Rachel Bourn at (585) 697-3590 or [info@grouptours.com](mailto:info@grouptours.com)**

**Cancellation & Refund Policy** All cancellations **must be made in writing to Group Tours** and indicate the traveler's name and group/trip name. Cancellation notices are accepted by mail or email at [office@grouptoursinc.com](mailto:office@grouptoursinc.com). Refunds will be issued 30 days from the date the cancellation is received. Cancellations are subject to the following penalties: on or before May 31, 2024 \$50 penalty; Jun. 1- 30 \$200 penalty; July 1-Aug 31 \$600 penalty; Sept 1-28 \$1,000 penalty; Sept 29 or after 100% penalty (no refund). If travel insurance is selected, additional refunds may be secured through the coverage.

**Participant Responsibility:** All participants and his/her family are required to read this page of tour information, terms and conditions, and Travel Protection Options. By completing and submitting the Registration Form, the traveler and his/her family agrees to all the information and terms as outlined in this document including the Cancellation & Refund Policy.

**Travel Protection Options:** Travel protection or insurance is not included, but strongly recommended and may provide financial protection (i.e., refund of trip program fees) beyond the above Group Tours, Inc. refund policy for certain covered reasons such as medical emergencies (including a Covid 19 positive test) or inclement weather. Please be sure to indicate your selection on the Registration Form before submitting with your deposit. Options include:

- 1) **Purchase the optional group AIG Travel Guard Student Travel Protection Plan for \$100.64**– see the 'Brief Description of Coverage' for a summary. More detailed coverage information can be found online or provided on request. **LIMITATIONS DO APPLY, PLEASE REVIEW CAREFULLY.**
- 2) **Decline travel insurance protection** with the understanding that in the event of unforeseen circumstances, the school district and/or tour operator may not be held responsible for any financial losses associated with cancellation beyond the terms contained in this document.



**Payment Coupons for Additional Payments (after tour deposit)**

**PUERTO RICO: November 8-12, 2024**

**Canandaigua High School Spanish Students (Tour #110724 CN)**

PLEASE USE BELOW PAYMENT COUPONS TO SUBMIT CHECK PAYMENTS BY MAIL, OR PAY ONLINE BY CREDIT CARD AT [www.grouptoursinc.com](http://www.grouptoursinc.com) ACCORDING TO THE BELOW SCHEDULE

**PAYMENT COUPON #5 – Canandaigua HS: Puerto Rico, November 7-12, 2024**

**AMOUNT - \$ (balance, TBA) Due Date: September 29, 2024**

Travelers Name: \_\_\_\_\_  
Amount Enclosed: \_\_\_\_\_ Check # \_\_\_\_\_

\*Return with your check or money order payable to 'Group Tours, Inc.' to: Group Tours, Inc., 668 Phillips Road, Victor, NY 14564

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**PAYMENT COUPON #4 – Canandaigua HS: Puerto Rico, November 7-12, 2024**

**AMOUNT - \$300.00 Due Date: August 31, 2024**

Travelers Name: \_\_\_\_\_  
Amount Enclosed: \_\_\_\_\_ Check # \_\_\_\_\_

\*Return with your check or money order payable to 'Group Tours, Inc.' to: Group Tours, Inc., 668 Phillips Road, Victor, NY 14564

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**PAYMENT COUPON #3 – Canandaigua HS: Puerto Rico, November 7-12, 2024**

**AMOUNT - \$300.00 Due Date: July 31, 2024**

Travelers Name: \_\_\_\_\_  
Amount Enclosed: \_\_\_\_\_ Check # \_\_\_\_\_

\*Return with your check or money order payable to 'Group Tours, Inc.' to: Group Tours, Inc., 668 Phillips Road, Victor, NY 14564

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**PAYMENT COUPON #2 – Canandaigua HS: Puerto Rico, November 7-12, 2024**

**AMOUNT - \$300.00 Due Date: June 30, 2024**

Travelers Name: \_\_\_\_\_  
Amount Enclosed: \_\_\_\_\_ Check # \_\_\_\_\_

\*Return with your check or money order payable to 'Group Tours, Inc.' to: Group Tours, Inc., 668 Phillips Road, Victor, NY 14564

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**PAYMENT COUPON #1 – Canandaigua HS: Puerto Rico, November 7-12, 2024**

**AMOUNT - \$300.00 Due Date: May 30, 2024**

Travelers Name: \_\_\_\_\_  
Amount Enclosed: \_\_\_\_\_ Check # \_\_\_\_\_

\*Return with your check or money order payable to 'Group Tours, Inc.' to: Group Tours, Inc., 668 Phillips Road, Victor, NY 14564



**Registration Form**

PUERTO RICO: **November 8-12, 2024**

**Canandaigua High School Spanish Students (Tour #110724 CN)**

**Complete and submit this form to Group Tours, Inc. with \$100.00 by Friday, April 26, 2024.**

*If travel insurance is selected, please add \$100.64 to your deposit for a total of \$200.60.*

*Make all checks or money orders payable to 'Group Tours, Inc.'*

*Please mail this form to Group Tours address (below) or email to [office@grouptoursinc.com](mailto:office@grouptoursinc.com)*

**Tour Registration Information – PLEASE PRINT CLEARLY OR TYPE**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_ Male \_\_\_ Female

Parents Name/s: \_\_\_\_\_

Parent Phone: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Dietary Restrictions or Health Concerns: \_\_\_\_\_

PAYMENT METHOD: \_\_\_ **Credit Card Online\*** \_\_\_ **Check/Money Order Attached**  
\*visit [www.grouptoursinc.com](http://www.grouptoursinc.com) payable to 'Group Tours, Inc.'  
click **PAY NOW** enter 110724CN

**Travel Protection Selection**

PLEASE REVIEW 'TRAVEL PROTECTION OPTIONS' BEFORE MAKING YOUR SELECTION:

\_\_\_ I choose to **purchase the travel insurance offered: Travel Guard Student Travel Protection Plan** and have included an **additional \$100.64** with this tour Registration Form and deposit.

\_\_\_ I am **declining travel insurance / protection** and accept the associated risks.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# STUDENT TRAVEL PROTECTION PLAN

Travel Insurance & Global Assistance  
926301

## Travel Guard®



### Confidence makes a great traveling companion.

Because no matter how hard you try, there are some things you just can't plan for. Make sure you pack a Travel Guard Student Travel Protection Plan which provides valuable coverage, at an affordable price, and to help bring home amazing travel memories, not unexpected expenses due to travel mishaps.

#### Travel Smart with Travel Guard.

You can be covered:

- if you incur medical expenses, for an unforeseen injury or sickness, during the course of your trip.
- if you have to return home early due to an unexpected emergency such as an illness or death in the family.
- if your luggage is lost or delayed, forcing you to purchase necessary essentials.
- if you need an emergency medical evacuation due to an accident or sudden illness.

To view a full listing of coverage benefits, please refer to the Policy of Insurance.

#### Always there, 24/7.

Virtually anywhere you travel, in the event of a medical emergency or unexpected travel problem, we are never more than a phone call away.

- 24-hour emergency assistance
- Passport or ticket replacement assistance
- Prescription replacement assistance
- And more!

#### QUESTIONS?

CALL TOLL-FREE:  
**1.877.254.8922**



## THIS IS A BRIEF DESCRIPTION OF COVERAGE – LIMITATIONS APPLY

Coverage may not be available in all states. Coverage varies by state. For complete coverage information and exclusions, please refer to the Policy of Insurance for your state of residency prior to purchase, by visiting [www.travelguard.com/policy/student](http://www.travelguard.com/policy/student).

### COVERAGE

Per Person	Maximum Limit Up To
Trip Cancellation <sup>1</sup>	100% of Insured Trip Cost (Maximum of \$25,000)
Trip Interruption <sup>1</sup>	150% of Insured Trip Cost (Maximum of \$37,500)
Single Occupancy	100% of Insured Trip Cost (Maximum of \$25,000)
Trip Delay	\$500 (Maximum of \$100 per day, 12 HRS)
Baggage Coverage	\$1,000 (Primary)
Baggage Delay	\$100 (24 HRS)
Travel Medical Expense/ Dental Expense	\$50,000 (Primary) \$500
Emergency Evacuation and Repatriation of Remains	\$500,000
Ancillary Evacuation Benefits (including Baggage Return, Return Transportation and Bedside Visit)	\$2,500
Non-flight Accidental Death & Dismemberment	\$30,000
Assistance Services <sup>2</sup> Travel Medical Assistance Worldwide Travel Assistance	Included

Expenses incurred from third-party vendors for assistance services not part of a filed insurance plan are the responsibility of the traveler.

- 1 Coverage only applicable to prepaid, non-refundable trip costs identified on the enrollment form and if the required plan cost has been paid.
- 2 Non-insurance services are provided by Travel Guard.
- 3 Cancel for Any Reason is available as a service to residents of NY.

### EXTRA COVERAGE

**Pre-Existing Medical Condition Exclusion Waiver**  
(Policy must be purchased within 15 days of the Initial Trip Payment. Day one is the date the initial payment is received. If the policy is not purchased within 15 days of the Initial Trip Payment, then a 60-day look-back period applies. For residents of ID, MN and NY, the look-back period is 180-days.)

### OPTIONAL COVERAGE

**Cancel for Any Reason, up to 50% of Trip Cost<sup>3</sup>**  
(Must be purchased within 15 days of Initial Trip Payment.)

Coverage available to U.S. residents of the U.S. states and District of Columbia only. This plan provides insurance coverage that only applies during the covered trip. You may have coverage from other sources that provides you with similar benefits but may be subject to different restrictions depending upon your other coverages. You may wish to compare the terms and conditions of this policy with those of your existing life, health, home and automobile insurance policies, as well as any coverage which may be available to you through your credit card program(s). If you have any questions about your current coverage, call your insurer or insurance agent or broker. Coverage is offered by Travel Guard Group, Inc (Travel Guard). California lic. no.0B93606, 3300 Business Park Drive, Stevens Point, WI 54482, [www.travelguard.com](http://www.travelguard.com). CA DOI toll free number: 800-927-HELP. This is only a brief description of the coverage(s) available. The Policy will contain reductions, limitations, exclusions and termination provisions. Insurance underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., a Pennsylvania insurance company, with its principal place of business at 1271 Avenue of the Americas, 37th FL, New York, NY 10020-1304. It is currently authorized to transact business in all states and the District of Columbia. NAIC No. 19445. Coverage may not be available in all states. Your travel retailer may not be licensed to sell insurance, and cannot answer technical questions about the benefits, exclusions, and conditions of this insurance and cannot evaluate the adequacy of your existing insurance. The purchase of travel insurance is not required in order to purchase any other product or service from the travel retailer. Travel assistance services provided by Travel Guard.



## 2024-2025 School Year

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	[4]	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day

1 flex day for CTA members  
between July 1 and August 22

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 flex day for CTA members  
between July 1 and August 22

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	[2]	(3)	(4)	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day  
3 & 4 Superintendent Conference Day  
5 First Day of School for Grades 1-12  
6 First Day of School for Grades UPK-K

18 Pupil 20 Staff

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11*	12
13	[14]	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 Early Release Day & 1/2 Conference Day  
14 Columbus Day /Indigenous Peoples' Day

22 Pupil 22 Staff

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	[11]	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	[27]	[28]	[29]	30

11 Veterans' Day Recognized  
27-29 Thanksgiving Holiday

17 Pupil 17 Staff

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	[23]	[24]	[25]	[26]	[27]	28
29	[30]	[31]				

6 and 13 UPK-5 Half Day  
23-31 Holiday Recess

15 Pupil 15 Staff

JANUARY 2025						
S	M	T	W	T	F	S
			[1]	[2]	[3]	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	[20]	21^	22^	23^	24^	25
26	27	28	[29]	30	31	

1-3 Holiday Recess  
20 Martin Luther King, Jr. Holiday  
21-24 Regents Exams  
29 Lunar New Year

18 Pupil 18 Staff

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	[17]	[18]	[19]	[20]	[21]	22
23	24	25	26	27	28	

17 President's Day  
18-21 Winter Break

15 Pupil 15 Staff

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	(14)	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

14 Superintendent Conference Day

20 Pupil 21 Staff

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	[14]	[15]	[16]	[17]	[18]	19
20	21	22	23	24	25	26
27	28	29	30			

14-18 Spring Recess

17 Pupil 17 Staff

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	[26]	27	28	29	30	31

26 Memorial Day

21 Pupil 21 Staff

JUNE 2025						
S	M	T	W	T	F	S
1	2	3^	4^	5	6	7
8	9	10	11	12	13	14
15	16	17	18^	[19]	20	21
22	23^	24^	25^	26^	27^	28
29	30					

Regents  
19 Juneteenth Holiday  
27 Rating Day  
Commencement date to be determined

19 Pupil 19 Staff

[ ] Holiday/Recess ( ) Conference Day ^ Regents Δ Emergency Drill/Early Dismissal \* Half Day PES Conferences

**NOTE:** If the school district's legal attendance requirements are met, students in grades K-8 may/may not attend a full day the last two days (June 25 and 26) of the school year.

## ~~Time Out Rooms~~

~~The Board of Education recognizes that use of a time out room may be an effective and safe means for a student with a disability to safely deescalate, regain control, and prepare to meet expectations to return to his or her education program. It also recognizes that it may be needed to remove a student from a potentially dangerous situation. Except where there is an unanticipated and immediate concern for the physical safety of a student or others, a time out room is to be used only in conjunction with a student's behavioral intervention plan.~~

~~A student may not be placed in a locked room as a means of "time out" and may not be placed in a room, or in a space within a room, where the student cannot be continuously observed and supervised. Any and all time out rooms must conform to the requirements set forth below.~~

~~A student may be placed in a time out room only (1) in accordance with that student's behavioral intervention plan, which is to include specification of factors to determine the need for use of the time out room and limitations for the time to be spent in the time out room or (2), if not designated on a behavioral intervention plan, when the student's behavior poses an immediate and unanticipated concern for the physical safety of that student or of others and it is determined by the professional staff working with the student that use of the time out room is the least restrictive means to enable the student or others to remain safe and/or to enable the student to safely deescalate and regain control.~~

~~Use of the time out room for an individual student may not exceed that time designated on the student's behavioral intervention plan or, if not so designated, may not exceed 120 minutes per incident. If the student is not able to safely return to his or her education program after the time specified in the behavioral intervention plan, the staff shall adhere to the behavioral intervention plan for other behavioral intervention. If there is not a behavioral intervention plan, or if the behavioral intervention plan does not specify use of the time out room, the student's parent will be called and arrangements made for the student's removal from school if the student is not able to safely return to his or her educational program after 120 minutes.~~

~~All parents of students with a disability whose behavioral intervention plan specifies the use of a time out room shall be provided with a copy of this policy and shall be notified prior to its implementation that the plan incorporates the use of a time out room and that they have the right to view the physical space to be utilized as a time out room.~~

~~Staff shall continuously monitor any student in the time out room. The Superintendent of Schools or designee is to establish and implement procedures to document when the time out room is used, the duration of its use for each student on each occasion, and other information to monitor the effectiveness of the use of the time out room to decrease specified behaviors of the student. Such information is to be made available to the CSE and, upon request, to the student's parents.~~

~~The Superintendent of Schools is to arrange for training of staff regarding this policy and procedures related to the use of the time out room.~~

## Time Out Rooms

### Time Out Room Requirements

~~The time out room must be of adequate width, length, and height to allow the student to move about and recline comfortably. It must provide a means for continuous visual and auditory monitoring of the student and must have adequate lighting and ventilation. Wall and floor coverings should be designed to prevent injury. The temperature of the room is to be within the normal comfort range and consistent with the rest of the building. The room is to be clean and free of all objects and fixtures that could be potentially dangerous to a student. It is to meet all local fire and safety codes. The time out room shall be unlocked and able to be opened from the inside.~~

8 NYCRR §200.22(e)

### TIMEOUT AND PHYSICAL RESTRAINT (ALL STUDENTS)

This policy applies to all students, whether or not they are students with disabilities. The Board of Education recognizes that sometimes students exhibit challenging behaviors that impede learning and pose concern for the physical safety of themselves or others. The Board is required by state law and state regulations to adopt a policy that establishes administrative practices and procedures on the use of timeout and physical restraint to address such challenging behaviors.

As required by state regulations, the district will utilize positive, proactive, evidence- and researched-based strategies through a multi-tiered system of supports, to reduce the occurrence of challenging behaviors, eliminate the need to the use of timeout and physical restraint, and improve school climate and the safety of all students. Such strategies will include intervention and prevention procedures and de-escalation techniques. However, these strategies may not always be effective in keeping the school environment safe.

Pursuant to state regulations 8 NYCRR §19.5, timeout and physical restraint will not be used as discipline or punishment, retaliation, or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior. Timeout and physical restraint may only be used when:

1. Other less restrictive and intrusive interventions and de-escalation techniques would not prevent **imminent danger of serious physical harm** to the student or others;
2. There is no known medical contraindication to its use on the student; and
3. School staff using such interventions have been trained in its safe and appropriate application, as required by state regulations.

For purposes of this policy and regulation, the term “parent” refers to parents and persons in parental relation.

The Superintendent is directed to establish administrative regulations to implement this policy.

#### I. Precipitating Factors and Time Limitations

Generally, timeout and physical restraint will be used when students exhibit behavior that puts themselves or others at risk of physical injury. Timeout and physical restraint will be used for the least amount of time necessary, generally only until the student has de-escalated, can return to their educational program, and no longer poses a risk of injury to themselves or others.

## II. Timeout for Students with Disabilities Pursuant to a Behavioral Intervention Plan

In addition to situations posing an immediate concern for the physical safety of a student or others as described in this policy and administrative regulation, timeout may be used for students with disabilities in conjunction with a behavioral intervention plan (BIP), as part of the student's individualized education program (IEP), as permitted by state regulations 8 NYCRR §200.22.

## III. Staff training

The district will provide annual training to staff on the use of timeout and physical restraint as required by state regulations and outlined further in the accompanying administrative regulation.

## IV. Information Provided to Parents

As required by state regulations, the district will provide this policy and accompanying administrative regulation to the parents of students for whom timeout and physical restraint has been used.

## V. Parent Notification of Timeout or Restraint

The Building Principal or designee will notify parents on the same day that timeout or physical restraint is used on a student, including a timeout used in conjunction with a student's BIP. The notification will offer the parent the opportunity to meet regarding the incident. Parents will also be provided with a copy of the documentation of the incident within three school days of the use of timeout or physical restraint.

If the parent cannot be contacted after making reasonable attempts, the Principal will record the attempts made to contact the parent. In the case of students with disabilities, the Principal will report such attempts to the student's committee on preschool special education or committee on special education.

## VI. Data Collection to Monitor Patterns

As required by state regulations, the district will document each incident of the use of timeout (including those used in conjunction with a BIP) and physical restraint, debrief following each incident of timeout and physical restraint, and review its documentation to monitor patterns of timeout and physical restraint.

The district will periodically (quarterly) examine data about the use of timeout and physical restraint. Such data will be disaggregated by school and grade level, as well as student race/ethnicity and sex/gender (and/or other relevant factors). The purpose of this examination is to determine whether the district is disproportional in its use of timeout and physical restraint, how to reduce such disproportionality, and what additional training, support and/or assistance is needed to reduce the use of such interventions.

## VII. Prohibited Actions

Students may not be placed in a locked room or space in a room where the student cannot be continuously observed and supervised by school staff. Students may not be placed in a prone restraint (a physical or mechanical restraint while the student is in a face down position).

Additionally, district teachers, administrators, officers, employees, or agent may not use corporal punishment, mechanical restraint and other aversive interventions, or seclusion (which differs from timeout) against a student, as defined in state regulations. State regulations include school resource officers in the term “agent” except when a student is under arrest and handcuffs are necessary for the safety of the student and others.

#### VIII. Annual Reporting

District staff must report all allegations of corporal punishment, mechanical restraint and other aversive interventions, prone physical restraint, or seclusion to the Superintendent. The Superintendent or designee will investigate the allegations, and determine whether they are substantiated or unsubstantiated, and will compile the reports annually.

The district will submit a report to the State Education Department, on a form and at a time prescribed by the Commissioner of Education, on the use of timeout and physical restraint, as well as substantiated and unsubstantiated allegations of the use of corporal punishment, mechanical restraint and other aversive interventions, prone physical restraint and seclusion.

#### IX. Public Availability and Posting of Policy

This policy and accompanying administrative regulation will be made publicly available for review at the district administrative offices, at each building, and posted on the district’s website.

Ref: Education Law §4402(9)  
8 NYCRR §§19.5; 200.22