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- I. Meeting Called to Order**
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 - III. Public Comments**
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 - V. Board Student Representative- Taryn Bjorling**
 - VI. President's Comments**
 - VII. Superintendent's Report**
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- X. Board Committee Reports**
 - Audit Committee- Mr. Milton Johnson- April 12, 2024
- XI. District Committee Reports**
 - Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas- April 10, 2024
 - Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- March 27, 2024
- XII. 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:

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Jann Santiago	Teacher Aide	Resignation	4/12/2024

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Jennifer Brown	School Nurse (LPN)	4/29/2024	Step 2
Tristan Stebbins	Custodial Worker	4/22/2024	\$16.00/hr.

2. Instructional Personnel

A. Appointments

1) Change in Tenure

BE IT HEREBY RESOLVED, the Board of Education rescinds the resolution dated June 7, 2021, appointing Eric Mann to a 1.0 FTE Special Education Teacher, for a three-year probationary period due to a miscalculation.

BE IT HEREBY RESOLVED, the Board of Education appoints Eric Mann to a four (4) year probationary period as a 1.0 FTE Special Education Teacher, beginning on September 1, 2021 and ending on June 30, 2025. This position is due to a retirement in 2021.

2) Interim Substitute Teacher

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Tom Willmott	AIS Teacher	Primary School	4/19/2024

3) RN Supervisory Stipend

The following School District Registered Nurses will receive the stipend per contract for overseeing the Licensed Practical Nurse as indicated:

<u>RN</u>	<u>LPN</u>	<u>Effective</u>
Jacqui Tessena	Kelly LaBouf	1/30/2024
Kelly Smith	Cara Carr	3/18/2024
Kelly Smith	Jennifer Brown	4/29/2024

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)
• March 25, 2024- Regular Meeting Minutes

V. Board Student Representative- Taryn Bjorling

VI. President's Comments

- Remarks
- Correspondence

VII. Superintendent's Report

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

VIII. 2024-2025 Budget Presentation (BOARD ACTION)

IX. Consensus Agenda (BOARD ACTION)

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

Business

1. Field Experience- 120 Hours

Mrs. Emily Bonadonna Primary School Principal recommends:

- Taylor Tripodi, St. John Fisher University with Michele Reynolds- May 20-August 15, 2024



2. Student Teacher Placement

Mr. John Arthur, Middle School Principal recommends:

- Benjamin Cook, SUNY Geneseo with Kelley Mariano- October 12-December 13, 2024

3. In-House Solo Festival Rates

Approval for rates for in-house solo festival judges.

- NYSSMA Certified or DMA- \$28/hour
- All other- \$24/hour

4. Emergency Day

Approval for one emergency day for facilities personnel for April 8, 2024.

5. Surplus Buses

Approval to declare as surplus items the below buses. They both have excessive miles, excessive frame rot and mechanical issues that are very costly. They are scheduled to be traded in at time of new bus delivery.

- 2015 Freightliner- 4UZABRDT0FCGD4160
- 2015 Freightliner- 4UZABRDT2FCGD4161
- 2015 Freightliner- 4UZABRDT4FCGD4162
- 2015 Freightliner- 4UZABRDT6FCGD4163
- 2015 Freightliner- 4UZABPDT5FCGD2912
- 2016 Freightliner- 4UZABRDT0GCHG4568
- 2016 Freightliner- 4UZABRDT7GCHG4566
- 2016 Freightliner- 4UZABRDT9GCHG4567
- 2016 Freightliner- 4UZABRDT2GCHG4569
- 2017 Thomas- 4UZABRDT1HCHV5240

6. WFL Cooperative Bid- Various Commodities and/or Services- 2024-2025 School Year

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

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

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

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



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

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

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

7. New Scholarships

Mrs. Marissa Logue, Academy Principal, is requesting approval of two new scholarships:

- **The Steven Scherer Memorial Scholarship.** This \$500 scholarship will be awarded to a senior attending a trade school or college for a vocational related or hands-on major.
- **Farmington Chamber of Commerce Scholarship.** This \$500 scholarship will be awarded to a Town of Farmington resident attending a two- or four-year college majoring in agriculture, vet related major, or business.
- **Finger Lakes Gaming and Racetrack Scholarship.** This \$1,000 scholarship will be awarded to a senior who has at least an 85 average and plans on attending a 2 or 4 year college.

8. 2024-2025 Board of Education Meeting Dates

The below dates are scheduled for Board of Education meetings/workshops dates for the 2024-2025 school year. Workshops will be held in various buildings throughout the school year. The school district website will provide locations and times for these meetings.

July ***1, July 29, August 26, September 9 and 13, October 7 and *21, November *18, December **4 and 16, January 13 and *27, February 10, March 3 and 24, April 7 and *23, May 12 and **20, and June 9 ---- *workshop, **accept vote, ***reorganizational meeting

9. Proctors

Mrs. Marissa Logue, Academy Principal, is requesting approval for the following individuals as AP/IB proctors: Pam Welch, Stephen Sherwood, and Genna Burke.

10. Budget Transfer

The below budget transfer is over \$20,000 and requires Board approval. This is related for the expansion of our bus routing system software which includes GPS, tracking, and attendance.

From: A9060.800-00-0000	Health Insurance	\$87,500
To: A5510.400-00-ROUT	Trans Routing System/License Mgmt	\$38,600
To: A5510.450-00-0000	Transportation Supplies	\$48,900



11. Four County School Boards Association Ballot- Election

The official ballot for Four County School Board Association for election of officers for a term on one year starting on July 1, 2024 and Bylaws and Policy Changes.

- President- Joe McNamara, Seneca Falls
- Vice President- Carrie Resch, Wayne
- Banking- Reliant Community Credit Union
- Signatories on Bank Accounts
 - Executive Director, President.
 - Vice President and Treasurer
- Bylaws and Policy changes

12. Therapy Dog

Mrs. Marissa Logue is requesting approval for the following therapy dog for the Academy.

- Biscuit, owner is Steve Schlegel, Academy Teacher. Biscuit is Goldendoodle.

13. Field Trip- Initial Approval

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

- NYSCLSA State Conference, November 24-26, 2024, Lake Placid, NY

14. Field Trip- Final Approval

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

- DECA Conference- Anaheim, CA, April 26-May 1, 2024 (*initial 3/25/24*)

15. Property Tax Report Card

Approval of the 2024-2025 Property Tax Report Card.

16. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of: February 14, 16, 26, 27, 28, 29, March 4, 5, 7, 8, 11, 12, 14, 18, 19, 20, 25, 26, 28, 29 and, April 1.

Personnel

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Regina Wharity	Typist, Transportation Department	6/28/2024	37
Jean Tapke	Teacher Aide, Academy	6/30/2024	22
Susan Nolan	Library Aide, Academy	7/3/2024	2
Donna Gage	Custodial Worker	7/30/2024	25
Deborah Chappelle	School Bus Driver	6/28/2024	34



B. Leave of Absence

- 1) Morgan Preston, Elementary Special Education Teacher, has requested a leave of absence to start June 3, 2024 and to end June 30, 2025.

C. Appointments

*Pending Civil Service approval and NY
SED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Loni Dietsche	School Bus Monitor	4/17/2024	\$15.07/hr.
Keri Blauvelt	Substitute School Bus Driver	4/16/2024	\$19.00/hr.
Matthew Bradshaw	Substitute School Bus Driver	4/16/2024	\$19.00/hr.

2. Instructional Personnel

A. Resignation

- 1) Eric Mann has resigned his position as JV Softball Coach.
- 2) Audra Ahl, Assistant Principal at the Middle School, has resigned from the District effective May 10, 2024.

B. Appointments

1) Teacher On Special Assignment

The following staff member is recommended for Special Assignments for the 2024 – 2025 school year and will remain on their current salary track and tenure area:
Andy Hart, Dean of Students, Primary-Elementary Complex

2) Spring Sports Coaches

The following individuals are recommended to a Spring Coach position at a rate in accordance with contract:
Rebecca Holtby, JV Softball
Joe Sabbour, Modified Track

3) Interim Substitute Teacher

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Kaya Lani Panneitz	Special Education Teacher	Primary School	4/29/24 – 6/25/24
Rhonda Sherwood	Instructional Teacher	Middle School	3/25/24 – 4/26/24

4) Mentor

The following individual is recommended to a Mentor position at the contractual rate:
Amy Wade- Level I- Effective 4/22/2024

5) Co-Curricular Stipend Position 2023 – 2024 School Year

The following individual is recommended to a stipend position at the contractual rate:
Lisa Brunelli - Athletic Events Coordinator; Effective 3/16/2024 – 6/30/2024



End of Consensus Agenda

X. Board Committee Reports

- Audit Committee- Mr. Milton Johnson- April 12, 2024

XI. District Committee Reports

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

- Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson
- **Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas- April 10, 2024**
- **Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- March 27, 2024**
- Safety / Health / Security Committee- Mr. John Polimeni

XII. Upcoming Events

- April 17- Policy Committee
- April 23- Wind Ensemble Concert
- April 24- Board Meeting- Visitation
- May 1- Last day to file BOE Candidate Petition
- May 2- National Honor Society Induction
- May 7- Tri-M Honor Society Induction
- May 9- Academy Spring Art Show
- May 13- Public Budget Presentation
- May 13- Regular Board Meeting
- May 21- District Budget and Board of Education Vote
- May 22- Board Meeting

XIII. Closing Remarks

(President, Board of Education and/or Superintendent)



The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, March 25, 2024 at 5:50 p.m. at the Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Milton Johnson, Julianne Miller, Megan Personale, John Polimeni, Jen Schneider, Jenny Tesselndorf (*arrived at 6:30 p.m.*), Beth Thomas

BOARD MEMBERS ABSENT: Amy Calabrese

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

LEADERSHIP TEAM ABSENT: Matt Schrage

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Visitors on file

Executive Session

Upon a motion made by Mrs. Thomas, seconded by Dr. Schneider with all present voting yes, the Board of Education approved calling an Executive Session at 5:50 p.m. to discuss the employment of eleven particular persons and one collective negotiation pursuant to Article 14 of the Civil Service Law (the Taylor Law).

Return to Open Session

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education returned to Open Session at 6:20 p.m.

Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 6:30 p.m. with second grader Chloe Camp leading all in the Pledge of Allegiance.

Board Student Representative

Taryn Bjorling reported the International Baccalaureate art show was held last week showcasing art work of 15 students. A teen job fair was held on March 18. Several music concerts are taking place and spring sports have begun.

Superintendent's Report

Top of the Trade Recognition

Mrs. Logue, Academy Principal, recognized five Finger Lakes Technical and Career Center students who were selected as Top of the Trade in their technical program for February 2024.

In attendance were Jakob Kniffin, Auto Body; Analis Lora, Cosmetology; Donny Acevedo, Culinary Arts; and Kionna (Lucy) Jackson, Graphic Media Productions. Not able to attend was Anthony-Lee Cole, Auto Body.

Those not participating in the rest of the meeting left at 6:41 p.m.

Board Meeting Minutes

Upon a motion made by Mrs. Personale, seconded by Ms. Tesselndorf, with all present voting yes, the Board of Education approved the March 4, 2024 Regular Board Meeting minutes.

APPROVED: MINUTES



February 2024 Warrant Review

Upon a motion made by Dr. Schneider, seconded by Ms. Tessendorf, with all present voting yes, the Board of Education approved the February Warrants

APPROVED: WARRANTS

- A-81 General 18505-18577 (Check Print)
- A-82 General 9009790-9009843 (ACH)
- A-83 General 18494-18504, 18578-18586 (In House)
- A-86 General 9009844-9009874 (ACH)
- A-87 General 18597-18647 (Check Print)
- A-88 General 18587-18596 (In House)
- A-89 General 25772708022824 (Manual)
- C-16 Cafeteria 3005-3019
- C-17 Cafeteria 3020-3029
- F-31 Federal 947 (In House)
- F-32 Federal 9000485-9000487 (ACH)
- F-33 Federal 943-946 (Check Print)
- F-34 Federal 948 (Check Print)
- H-28 Capital 670-674 (In House)
- H-29 Capital 9000228-9000229 (ACH)
- H-30 Capital 675 (Check Print)

Proposed 2024-2025 Budget

Mr. Matt Fitch, Assistant Superintendent for Business, presented an overview of several budget challenges this year. The Governor’s Executive Budget increase is less than the current formulas and special education costs are increasing 16.79%. This year the maximum allowable levy is 3.19%. Staffing changes were also provided. This is the final year the Asset Preservation project will be included in the budget.

Revenues for the 2024-2025 school year are as follows:

Property Taxes/PILOTS/Penalties	\$53,446,664
State Aid (Excluding Building Aid)	\$28,668,747
State Aid	\$ 6,406,768
Medicaid	\$ 120,000
All other revenue	<u>\$ 750,000</u>
TOTAL	\$89,446,179

The three-part budget is as follows:

Administration:	\$ 7,083,750
Program	\$69,308,106
Capital	<u>\$14,755,650</u>
Total	\$91,147,506

The following reserves would be appropriated in balancing the budget:

Employees’ Retirement System (ERS)	\$ 1,000,000
Workers’ Compensation	\$ 322,000
Unemployment Insurance	\$ 20,000
Employee Benefit Accrued Liability	\$ 100,000
Tax Certiorari	\$ 100,000
Fund Balance	\$ 159,327

The Board entered into discussion regarding the tax cap and asked several questions to Mr. Fitch. The draft budget will be presented for approval at the April 15 Board meeting.



Consensus Agenda

Upon a motion made by Dr. Schneider, seconded by Ms. Thomas, with Mr. Polimeni voting no on #8 of the Consensus Agenda, with all present voting yes, the Board of Education approved/accepted the Consensus Agendas

APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA

Business

1. Canon of Literature- *Final Approval*

Ninth grade is requesting the following addition be made to our Canon of Literature and were approved by Council of Instructional Excellence on February 14, 2024.

- *Twelve Angry Men* by Reginald Rose to the Canon of Literature (*initial March 4, 2024*)

2. Canon of Literature- *Initial Approval*

Seventh grade is requesting the following addition be made to our Canon of Literature and were approved by Council of Instructional Excellence on March 13, 2024.

- *Ground Zero* by Alan Gratz

Twelfth grade is requesting the following additions be made to our Canon of Literature and were approved by Council of Instructional Excellence on March 13, 2024.

- *Atomic Habits* by James Clear
- *Make Your Bed* by William McRaven
- *The Energy Bus* by John Gordon

3. Surplus Books

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

4. Budget Transfer

the below budget transfer is over \$20,000 and requires Board approval. This is related to US Math Recovery Council training and kits.

From: A9060.800-00-0000	Health Insurance	\$95,000
To: A2070.400-00-0000	In-Service Training Contractual	\$95,000

5. Agreements

an agreement between CMAC Operations LLC and Canandaigua City School District for graduation at CMAC on Sunday, June 23, 2024.

an amendment to the agreement Board approved on December 11, 2023 with the County of Ontario, on behalf of the Board of Elections, to provide voting machines, all equipment and supplies necessary to conduct the May 21, 2024 school vote include the potential December 3, 2024.

an Agreement with LaBella Associates, D.P.C for design services for the 2024 Capital Outlay Project and the Primary Elementary School.

an Intermunicipal Cooperation Agreement with the County of Ontario to prepare school tax bills for the 2024-2025 school year.



6. Proctors

the request of Mrs. Marissa Logue, Academy Principal, is for the following individuals as AP/IB proctors: Laure Blazey, Chris Crater, Robin Hulme, Barb Landon, Tim Martin, Sue Mintel, Laurie Roeder, Rob Sloan, Gail Kass-Smith, Krista Coleman, and Carrie McKeegan.

7. Donations

of a donation from Canandaigua Unified Sports Boosters to cover the Spring basketball coaching stipend in the amount is \$1,576.

of a donation from PTSA in the amount of \$974 to purchase Square One Art funds for the Primary-Elementary School.

8. Wood Library Association

The Board of Education acknowledges the request from Library trustees to add a referendum on the May 21, 2024 ballot as Proposition 3.

Resolved, that pursuant to Education Law, Section 259, the Board of Education of the Canandaigua City School District is authorized to levy and collect an annual tax, year after year, separate and apart from the annual school district budget, in the amount of \$1,007,564, which shall be paid to the Wood Library Association of Canandaigua for the support and maintenance of the library; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Canandaigua City School District.

9. Field Trip- Initial Approval

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

- DECA Conference- Anaheim, CA, April 26-May 1, 2024

10. Impartial Hearing Officer

approval of David Gronbach (IHO Id 736) state appointed Independent Hearing Officer to oversee a Due Process proceeding. Mrs. Grimm provided the initial approval on March 18, 2024.

11. Volunteer Coaches

the request of Mrs. Caroline Chapman, Athletic Director, for the below volunteer coaches:

- Henry Kuperus- JV Boys Lacrosse
- Nate Gilligan- Varsity Boys Lacrosse

12. In-House Solo Judges

the request of Mrs. Marissa Logue for the below judges for the in-house solo festival on April 19, 2024:

- Matt Bond, Nick Moses, Scott Hoffman, James Hope, Anthony Calabrese, Margaret Elisofon, Jean Bendix, Beth Cripps, Nicole Sterner, Grace Wood, Dave Schwind, and Joseph Pompili

13. Student Teacher Placements

the requests of Mrs. Emily Bonadonna and Mr. Brian Amesbury, Primary-Elementary Principals who recommend:

- Emma Sipos, Keuka College with Julie Natalie- October 21-December 12, 2024
- Emma VanGorder, Hobart William Smith with Heather Carson- September 3-October 18, 2024
- Emma VanGorder, Hobart William Smith with Julie Lawrence- October 21-December 13, 2024
- Hannah Kirwan, SUNY Geneseo with Jill Clingersmith- October 23-December 13, 2024



- Jordi Smith, SUNY Geneseo with Sarah Goodman-Brown- September 3-October 18, 2024
- Courtney Bensen, SUNY Geneseo with Jason LaShomb- September 3-October 18, 2024
- Kerry Hurley, SUNY Geneseo with Wendy Avery- September 3-October 18, 2024

the request of Mr. John Arthur, Middle School Principal who recommends:

- Pornthip Finewood, SUNY Geneseo with Jennifer Colbert- October 23-December 13, 2024
- Rachel Kugler, SUNY Geneseo with Julie Leahey- September 3-October 18, 2024

the request of Mrs. Marissa Logue, Academy Principal who recommends:

- Nicholas Bedell, SUNY Potsdam with Greg Kane- October 21-December 13, 2024

14. School Social Worker Placement

the request of Mr. John Arthur, Middle School Principal who recommends:

- Kallyn Stekl, SUNY Brockport with Vicky Gashlin- August 26-December 7, 2024 and January 27-May10, 2025

15. Primary-Elementary Volunteers

approval of the listing of volunteers at the Primary-Elementary School for the 2023-2024 school year.

16. Recommendations of the Committee on Special Education

recommendations of the Committee on Special Education meeting dates of: April 28, 2023; January 11, 2024; January 12, 2024; January 16, 2024; January 18, 2024; January 22, 2024; January 26, 2024; January 29, 2024; January 30, 2024; January 31,2024; February 5, 2024; February 13, 2024; February 15, 2024; February 26, 2024; February 27, 2024; February 28, 2024; February 29, 2024; March 1, 2024; March 4, 2024; March 5, 2024; March 6, 2024; March 7, 2024; March 8, 2024; March 12, 2024; and March 14, 2024.

Personnel

1. Non-Instructional Personnel

a) Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Grace Palermo	Typist, Elementary School	6/26/2024	13
Joyce Moore	Typist, 10-month, Elementary School	6/27/2024	26
Michelle Cornell	School Monitor	6/30/2024	16
Michael Manaco	Building Maintenance Assistant	6/28/2024	10
Thomas Hildebrandt	Custodial Worker	6/30/2024	15

b) Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Tim Lewis	Teacher Aide	Resignation	3/4/2024
Lauren Nevil	Teacher Aide	Resignation	3/6/2024
Kevin McGlynn	School Bus Monitor	Resignation in order to accept another position in the District	3/11/2024
Jann Santiago	Typist, FT, 12-month	Resignation in order to accept another position in the District	3/15/2024



c) Leave of Absence

- i) Carrie Klug, Food Service Helper in the Middle School, has requested a leave of absence from March 5, 2024 through April 8, 2024.

d) Classification of Position

to stay in compliance with Civil Service, it is requested that the Board of Education approve the classification of four (4) positions of **Licensed Practical Nurse**.

e) Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Tracie Wiitanen	Substitute Food Service Helper	3/19/2024	\$15.00/hr.
Kathleen Welch	Substitute Teacher Aide	3/11/2024	\$15.00/hr.
Kevin McGlynn	School Bus Driver	3/11/2024	\$24.66/hr.
Brittany Moore	Substitute Teacher Aide	3/25/2024	\$15.00/hr.
Kelly Burgess	Substitute Registered Nurse	3/11/2024	\$22.00/hr.
Keith Young	Substitute School Bus Driver	3/11/2024	\$19.00/hr.
Jann Santiago	Teacher Aide	3/18/2024	\$15.81/hr.
Jordan Boylan	Administrative Aide	3/18/2024	\$16.07/hr.
Allison Hirschmann	Substitute School Monitor	3/25/2024	\$15.00/hr.
Sililuck Mia Seibert	Custodial Worker	3/20/2024	\$16.00/hr.
Doug McClow	Substitute AV Technician	3/26/2024	\$18.00/hr.
Taylor Meade	Substitute School Bus Driver	4/9/2024	\$19.00/hr.

2. Instructional Personnel

a) Resignation for the Purpose of Retirement

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 youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Jennifer Marafioti	Assistant Director of Special Programs	1/31/2025	12

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.

- i) of Abigail Cantello who received her Bachelor's degree in Psychology from SUNY Geneseo. She earned her Master's degree in School Counseling from the Warner School of Education U of R. She has been working as a School Counselor for the past 5 years. Ms. Cantello is appointed to a 3-year probationary 1.0 FTE School Counselor position with a tenure area of School Counselor and with a start date of April 22, 2024.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Abigail Cantello	School Counselor	4/22/2024	Step 6 (Pro-rated)	3-Year



ii) 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>
Luc Pereira	Music Teacher	Middle School	4/18/2024 – 6/26/2024

iii) Coach

the following person to a Varsity Coach position at a rate in accordance with contract:
Murphy Swain – Varsity Skiing

iv) Substitute School Counselor

the following individual to Substitute School Counselor position conditional upon criminal history clearance from the New York State Education Department where applicable.
Dawn DeMott

v) Contract Substitute Teachers

the following individual to Contract Substitute Teacher positions for the 2023 – 2024 school year at the contractual rate:
Stephen Sherwood – Academy, Effective 3/18/2024

End of Consensus Agenda

District Committee Reports

Council for Instructional Excellence (CIE)

Dr. Jen Schneider reported on behalf of CIE which met on March 13, 2024. The Committee reviewed and approved several additional texts for Canon of Literature, reviewed summer curriculum writing proposals, reviewed the District's Continuity of Instruction Handbook, and learned that approximately 85% of staff completed their required training prior to the March 15 Superintendent Conference Day. The next meeting is April 10.

Safety / Health / Security Committee

Mr. John Polimeni reported on behalf of the Committee which met on March 21, 2024. The Committee discussed the District Safety Plan and Allergy Plan which both will be receiving updates this year. A new GCN module will be added this year for the required training of workplace violence prevention. The next meeting is May 10.

Upcoming Events

- March 26- CA and 8th Grade Choral Concert
- March 27- 6th Grade Band and Chorus Concert
- March 29-April 8- No School
- April 10- CIE
- April 12- Audit Committee
- April 15- Board Meeting
- April 17- Policy Committee
- April 23- Wind Ensemble Concert
- April 24- Board Meeting- Visitation
- May 1- Last day to file BOE Candidate Petition
- May 2- National Honor Society Induction



Adjournment

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:17 p.m. The next Regular meeting will be on April 15, 2024 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov
District Clerk

Canandaigua City
School District
2024-25 Budget

April 15, 2024

Canandaigua City School District

Summary

- State Aid
- Revenues
- Tax Cap History
- 3-Part Budget
- Staffing Changes
- Capital Outlay Project
- Appropriated Reserves & Fund Balance
- Estimated Tax Bill
- Propositions
- Vote Date



State Aid Update

- ❑ State Aid - Foundation Aid
 - ❑ Governor Budget increase is less than the current formula
 - ❑ Current Increase = \$204,386 or 0.91%
 - ❑ Formula Increase = \$546,249 or 2.43%

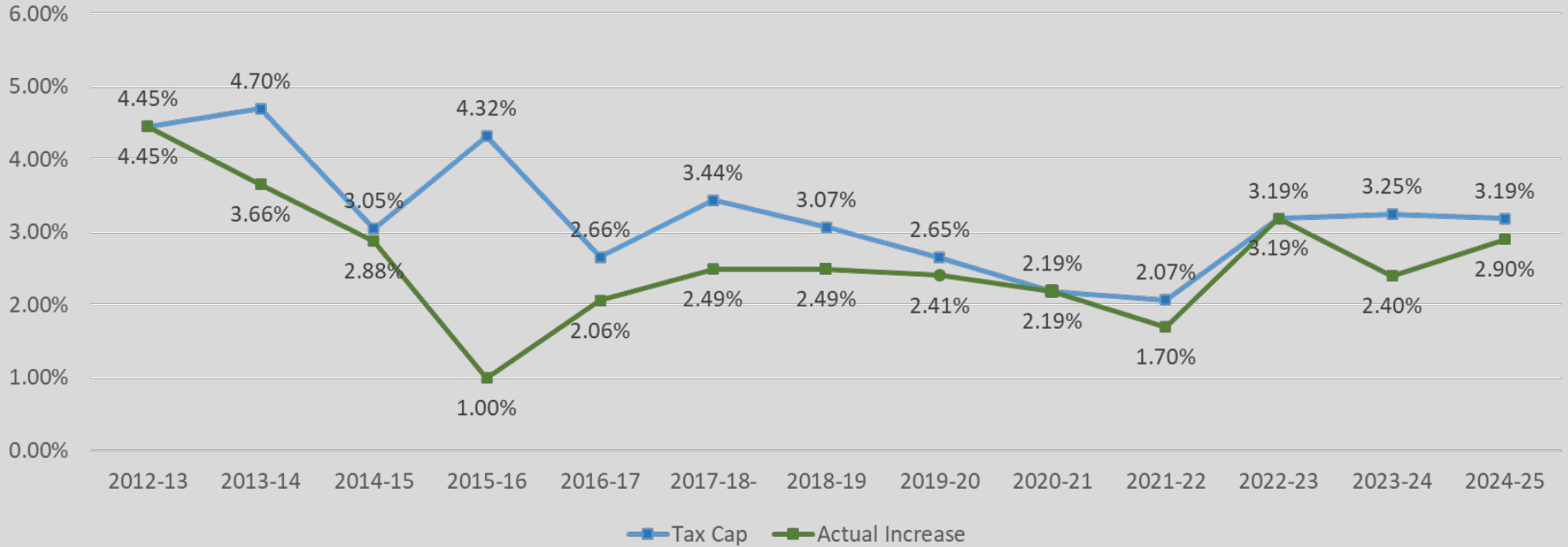
Revenues

	2023-24 Budget	2024-25 Budget	Increase/ (Decrease)
Property Taxes/PILOTS/Penalties	51,931,094	53,446,664	1,515,570
State Aid (Excluding Building Aid)	28,344,361	28,668,747	324,386
State Aid - Building Aid	5,865,804	6,460,768	594,964
Medicaid	110,000	120,000	10,000
Miscellaneous (All Other Revenue)	567,500	750,000	182,500
Total	86,818,759	89,446,179	2,627,420

Canandaigua City School District

Tax Levy History

Tax Cap vs. Actual Levy Increase



3-Part Budget

	2023-24 Budget	2024-25 Budget	Increase/(Decrease)
Administration	\$6,870,999	\$7,083,750	\$212,751
Program	\$67,202,402	\$69,308,106	\$2,105,704
Capital	\$14,222,696	\$14,755,650	\$532,954
Total	\$88,296,097	\$91,147,506	\$2,851,409
	% of Total Budget	% of Total Budget	Increase/(Decrease)
Administration	7.78%	7.77%	(0.01)%
Program	76.11%	76.04%	(0.07)%
Capital	16.11%	16.19%	0.08%

Staffing Changes

Additions & Reductions

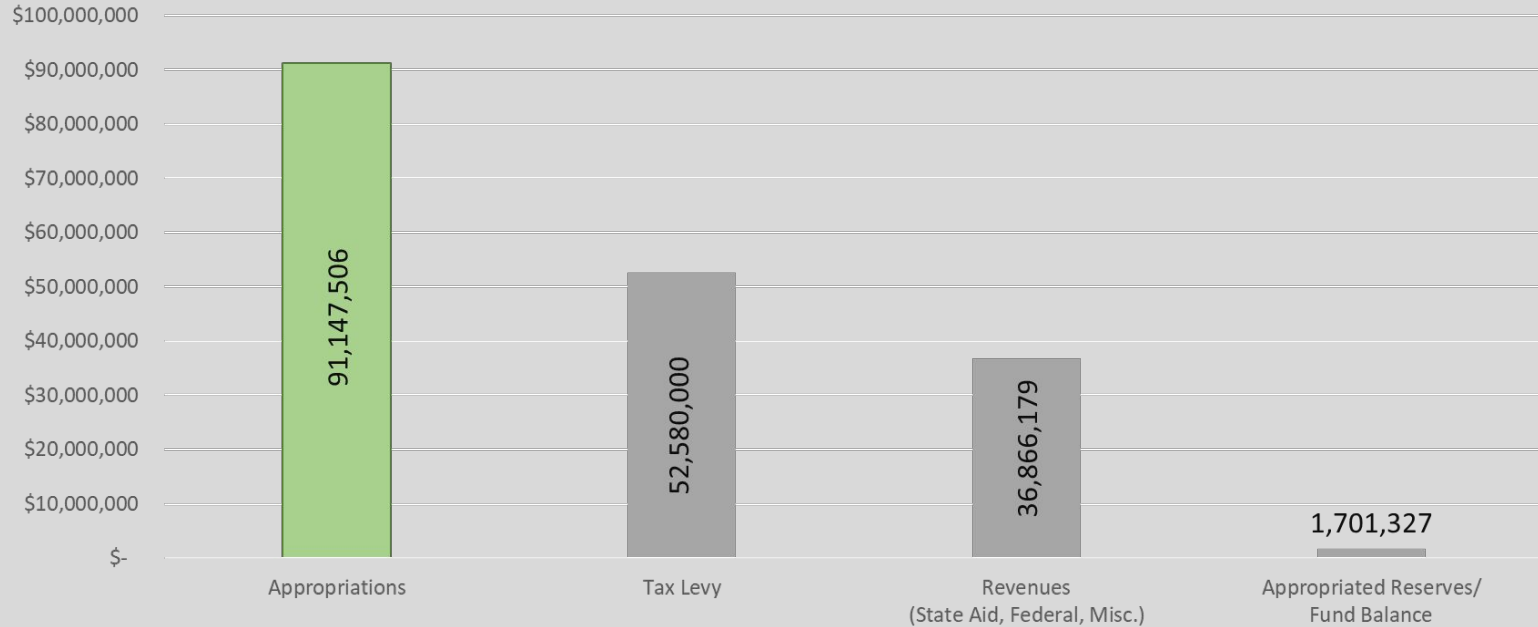
Additions	Reductions
1.0 Director of Elementary Instruction (PES)	1.0 School District Data Specialist (DW)
1.0 TOSA - Math/Science Implementation (PES)	1.0 English Teacher (Academy)
	1.0 Business Teacher (Academy)
Net change of -1.0 FTE	
Reductions are through attrition.	

Capital Outlay Project

\$100,000 Project - Primary-Elementary School

- Work will include replacement of exterior doors and frames.
- Estimated 73.2% state aid of total project cost

Budget Status



Canandaigua City School District

Reserves Appropriated in Balancing Budget

Employees' Retirement System (ERS)	\$1,000,000
Workers' Compensation	\$322,000
Unemployment Insurance	\$20,000
Employee Benefit Accrued Liability	\$100,000
Tax Certiorari	\$100,000
Fund Balance	\$159,327

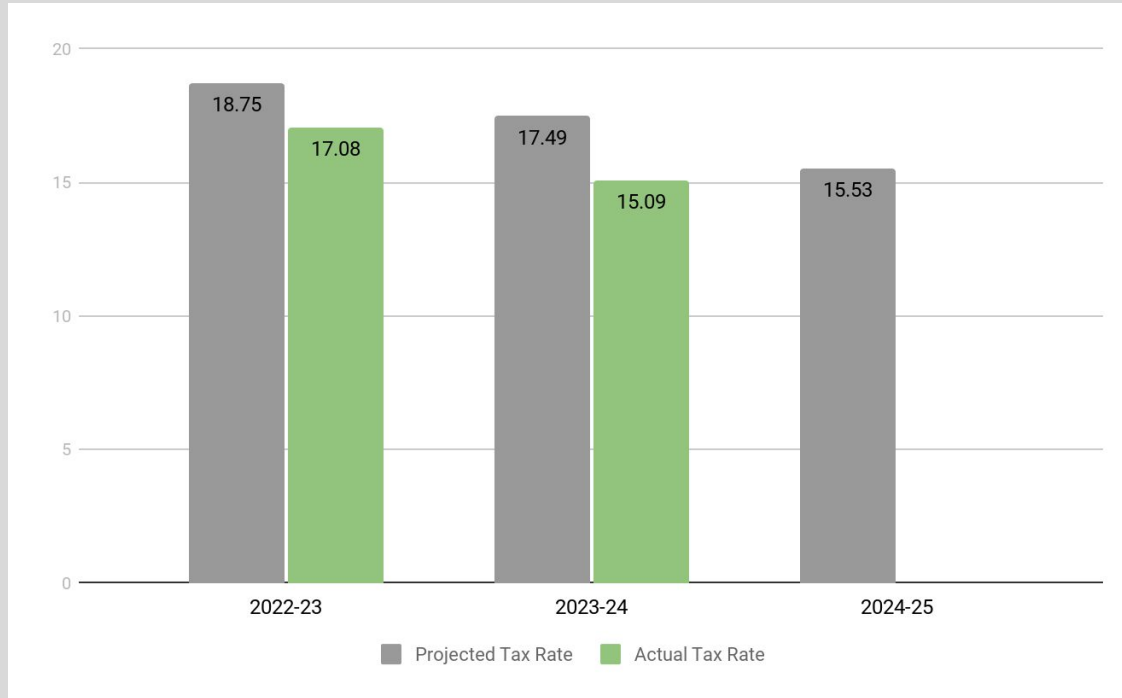
Estimated Tax Bill

	Proposed 2023-24	Actual 2023-24	Proposed 2024-25
Assessed Value	\$150,000.00	\$150,000.00	\$150,000.00
Tax Rate/\$1,000	\$17.49	\$15.09	\$15.53
Tax Bill Before STAR	\$2,623.50	\$2,263.50	\$2,329.50
STAR Exemption*	(545.00)	(525.00)	(525.00)
Tax Bill After STAR	\$2,078.50	\$1,738.50	\$1,804.50
		Annual Change	\$66.00
		Monthly Change	\$5.50

**STAR & Tax Rate for 2024-25 are Estimated*

Canandaigua City School District

Projected Vs. Actual Tax Rates



**2024-25 projection based on 2023-24 assessment data.
Final tax rates will be calculated on 2024-25 assessment data.**

Multi-Year Budgeting

- ❑ We need to consider current and future years:
 - ❑ State Aid
 - ❑ Foundation Aid Formula changed to reduce calculation
 - ❑ Elimination of Hold Harmless provision
 - ❑ Tax Cap limits growth by the lesser of CPI or 2%
 - ❑ Health insurance rates increasing at or above trend
 - ❑ Electric Buses
 - ❑ All new school buses beginning 2027
 - ❑ All school buses by 2035
 - ❑ Need to be prepared for additional cost of buses and infrastructure

Proposition 2 - Transportation

- ❑ Purchase of Buses = \$1,524,755
 - ❑ Three 60 Passenger Buses
 - ❑ Five 74 Passenger Buses
 - ❑ One 66 Passenger Wheelchair Bus

- ❑ Use of Transportation Reserve and Fund Balance

- ❑ No new increase to taxes

Proposition 3 - Funding for Wood Library

Proposal from Wood Library

- ❑ \$1,007,564 Tax Levy or 9.5%
- ❑ Increase of \$0.03 per \$1,000 Assessed Value
- ❑ Increase of \$4.50 for \$150,000 Assessed Value

Two Board of Education Seats

- ❑ Two 5-Year Terms
 - ❑ Expiring Terms:
 - ❑ Milton Johnson
 - ❑ Beth Thomas

Budget Vote and Board of Education

Tuesday, May 21, 2024

7:00 a.m. - 9:00 p.m.

Primary-Elementary School Link Gym

90 West Gibson Street

Or

Cheshire Fire Hall

4285 Route 21 South

Canandaigua City School District

Request for Overnight Field Trip

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

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

Canandaigua Student Government

Destination:

NYSCLSA State Conference- Lake Placid, NY

Departure Date and Approximate Time:

November 24, 2024 7:00 AM

Return Date and Approximate Time:

November 26, 2024 6:00 PM

Number of Students Expected to Attend:

40

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

5

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):

We will have a fundraising opportunity June 2 at CMAC

Mode of Transportation (include bus service / airline):

Charter Bus: Niagara Scenic Tours, Inc.

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

Crowne Plaza Lake Placid
101 Olympic Drive
Lake Placid, NY 12946
518-523-2556

Refund policy/ Insurance or other recoup options:

Cost per student	
Package Amount	365.00
or Breakdown Amount	
Travel	100.00
Lodging	
Meals	
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	465.00
Less Club Contribution	
Less Expected Fundraising	TBD CMAC
Final Cost to Student	

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:

Student government leaders attend the NYSCLSA state leadership conference to enhance their skills, broaden their perspectives, and network with peers. They attend workshops and roundtable sessions where they share ideas and bring them back to our school. This conference provides valuable opportunities for personal growth. They will attend speaker sessions and discussions on topics such as effective communication, decision making, being resilient and even team building. Connecting with other student leaders from around the state fosters collaboration and the exchange of ideas, ultimately enriching the overall student government experience and empowering leaders to make a positive impact on our campus.

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

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

Ashley Fisher

Name (print) of Trip Coordinator

Signature of Trip Coordinator

Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:

(Initial) YJ

(Final) _____

Director Of Transportation:

(Initial) [Signature]

(Final) _____

ASI:

(Initial) [Signature]

(Final) _____

Superintendent:

(Initial) [Signature]

(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. Student Government is planning to go to the NYSCLSA Conference in Lake Placid.

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

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

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:

Ashley Fisher- fishera@canandaiguaschools.org 585-396-3810

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

Attachment 1 – Tentative Itinerary

Accommodations:

Crowne Plaza- Lake Placid, NY

Restaurants:

NA

Travel/Motor Coach:

TBD

Chaperone Contact Information:

Ashley Fisher: 425-737-2045

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: November 24-26

Class/Group: Student Government

Teacher/Supervisor: Ashley Fisher

Trip Destination: Lake Placid, NY

Other Planned Stops: Stop for Lunch

Planned Departure Time: 7:00 AM Planned Return Time 6:00 PM

Departing From: Canandaigua Academy Returning To: Canandaigua Academy

Transportation
Bus _____
Walk _____
Other _____

To be completed by parent:

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

_____ on _____.
Location Date(s)

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

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

Name _____

Address _____

Telephone _____ Alternate number _____

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

Name _____

Address _____

Telephone _____ Alternate number _____

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

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

Signature of Parent/Guardian Date

Signature of Student Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date: **November 6, 2024**

Date of trip: November 24-26

Hotel: Crowne Plaza Lake Placid

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 LAKE PLACID- NOV 24-26

From: Ms. Carr Canandaigua Academy

Re: Medication for NYSCLSA STATE CONFERENCE

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 11/14/2024
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the 3 Day Trip. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

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

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Identify Name of Trip Below
NYSCLSA STATE CONFERENCE
Lake Placid, NY 11/24-26

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

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

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

___ Allergies to food, medicine, or bites

___ Asthma

___ Breathing or lung problems

___ Cardiac (Heart) problems

___ Diabetes

___ Seizure disorder

___ Bones or Joints

___ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

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

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

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

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

Health Care Provider's Signature

Date

Parent/Guardian signature

Date

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

Parent / Guardian Signature

Date

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

Revised April 2023

Attachment 7

Behavior Expectations/Monitoring Guidelines

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

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

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

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

Parent Signature

Date

Student Signature

Date

**CANANDAIGUA STUDENT GOVERNMENT
NYS CLSA STATE CONFERENCE
Trip**

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

1. Drugs, Alcohol and Tobacco

The students of Canandaigua Academy must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time **we depart Canandaigua on November 24 and return to Canandaigua on November 26** 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 Lake Placid 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. Lake Placid 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 Lake Placid 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 Lake Placid is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

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

the students. It is done in the hopes of removing any temptation to wander around at night. We take our responsibility for your safety seriously.

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

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

7. Theft and Loss of Personal Items

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

8. Parent/Guardian Signature

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

Student Signature

Date

Parent/Guardian Signature

Date

Attachment 8

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Comments: _____

General Trip Tips

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

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

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

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

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

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

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

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

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

ENFORCE THE SCHOOL RULES

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

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

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

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

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

Please also submit an electronic version (PDF or Word) of your school district's 2024-25 Budget Notice to: emscmgt@nysed.gov. This will enable us to help correct any formula or data entry discrepancy quickly.

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

Form Due - April 29, 2024

Form Preparer Name:
Preparer's Telephone Number:

Shaded Fields Will Calculate	Budgeted 2023-24 (A)	Proposed Budget 2024-25 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	88,296,097	91,147,506	3.23 %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	51,098,000	52,580,000	
B. Tax Levy to Support Library Debt, if Applicable			
C. Tax Levy for Non-Excludable Propositions, if Applicable ²			
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable			
E. Total Proposed School Year Tax Levy (A+B+C-D)	51,098,000	52,580,000	2.90 %
F. Permissible Exclusions to the School Tax Levy Limit	1,535,051	1,544,738	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	49,987,974	51,180,920	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	49,562,949	51,035,262	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	425,025	145,658	
Public School Enrollment	3,200	3,164	-1.12 %
Consumer Price Index			4.12 %

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

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

³ For 2024-25, includes any carryover from 2023-24 and excludes any tax levy for library debt or prior year reserve for

excess tax levy, including interest.

	Actual 2023-24 (D)	Estimated 2024-25 (E)
Adjusted Restricted Fund Balance	33,007,047	36,457,789
Assigned Appropriated Fund Balance	0	159,327
Adjusted Unrestricted Fund Balance	3,531,844	3,645,900
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00 %	4.00 %

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/24 Actual Balance	6/30/24 Estimated Ending Balance	Intended Use of the Reserve in the 2024-25 School Year (Limit 200 Characters)**
Capital	2021 CAPITAL	For the cost of any object or purpose for which bonds may be issued.	7,473,958	10,211,632	No planned use for 2024-25 SY. For future capital projects.
Capital	2017 CAPITAL EQUIPMENT	For the cost of any object or purpose for which bonds may be issued.	5,224,681	5,224,681	No planned use for 2024-25 SY. For future capital projects.
Capital	BUS RESERVE	For the cost of any object or purpose for which bonds may be issued.	2,550,485	3,180,485	No planned use for 2024-25 SY. For future bus purchases.
Capital	2016 CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	88,137	88,137	No planned use for 2024-25 SY. For future capital projects.
Capital	2016 TRANSPORTATION VEHICLE	For the cost of any object or purpose for which bonds may be issued.	3,316,097	2,476,097	\$840,000 for the purchase of buses.
Repair		For the cost of repairs to capital improvements or equipment.			
Workers Compensation	WORKERS COMPENSATION	For self-insured Workers Compensation and benefits.	1,055,121	1,388,121	\$322,000 for Workers' Compensation Expenses.
Unemployment Insurance	UNEMPLOYMENT INSURANCE	For reimbursement to the State Unemployment Insurance Fund.	378,987	376,213	\$20,000 for unemployment costs.
Reserve for Tax Reduction		For the gradual use of the proceeds of			

Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.

		the sale of school district real property.			
Mandatory Reserve for Debt Service		For proceeds from the sale of district capital assets or improvement, restricted to debt service.			
Insurance	INSURANCE	For liability, casualty, and other types of uninsured losses.	373,686	373,686	No planned use for 2024-25 SY.
Property Loss + (add)		To cover property loss.			
Liability		To cover incurred liability claims.			
Tax Certiorari	TAX CERTIORARI	For tax certiorari settlements.	970,091	715,430	\$100,000 for tax certiorari settlements.
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.			
Employee Benefit Accrued Liability	EMPLOYEE BENEFIT ACCRUED LIABILITY	For accrued 'employee benefits' due to employees upon termination of service.	1,430,702	1,450,702	\$200,000 for expenses related to compensated absences.
Retirement Contribution	ERS RESERVE	For employer retirement contributions to the State and Local Employees' Retirement System.	3,394,105	4,394,105	\$1,000,000 for ERS expenses.
Reserve for Uncollected Taxes		For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.			
Single Other Reserve	TRS RESERVE	For employer retirement contributions to the Teachers' Retirement System.	2,682,000	2,932,000	No planned use for 2024-25 SY.