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It is anticipated the Board will call an Executive Session at 5:15 p.m.  
to discuss the employment history of one particular person.

*Public Budget Hearing*  
6:00 p.m.

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Public Comments**
- IV. Board Meeting Minutes** **(BOARD ACTION)**
- V. April 2024 Warrant Review (Mrs. Thomas and Mrs. Calabrese)** **(BOARD ACTION)**
- VI. Board Student Representative- Taryn Bjorling**
- VII. President's Comments**
- VIII. Superintendent's Report**
- IX. Presentation- Comprehensive Counseling Plan**
- X. Consensus Agenda** **(BOARD ACTION)**

Business

- 1. Election Inspectors
- 2. Canon of Literature- *Initial Approval*
- 3. School Social Worker Internship/Field Placement
- 4. Fall 2024 Student Teacher Placement
- 5. Surplus Books
- 6. Donation
- 7. Budget Transfer
- 8. Agreement
- 9. Professional Services Agreement
- 10. 2024 Capital Improvement Pre-Referendum
- 11. Athletic Hall of Fame
- 12. Recommendations of the Committee on Special Education

Personnel

***End of Consensus Agenda***

- XI. Board Committee Reports**
  - Audit Committee- Mr. Milton Johnson- May 10, 2024
- XII. District Committee Reports**
  - Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas- May 8, 2024
- XIII. Closing Remarks**  
(*President, Board of Education and/or Superintendent*)



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***I. Consensus Agenda***

***(BOARD ACTION)***

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

**Business**

1. Field Trip- Initial and Final

Approval of the eighth-grade trip to Albany, June 6-7, 2024.

***End of Consensus Agenda***

## Request for Overnight Field Trip- Updated July, 2023



### Overview

This process is intended to provide adequate information for necessary approvals and better timeframes for the advisors to plan and commit funds for the group / club involved. The process for BoE approval of overnight field trips involves **two** separate approvals. **Failure to complete all approval documentations and meet all approval deadlines risks the trip being declined and therefore not approved.**

#### 1. Initial Approval (Planning)

- a. Submit Cover Sheet (*attached*) with all available information completed to the building Principal. Include any information available whether it is incomplete or not. The more information provided, the fewer questions asked. This should occur at or near the initial discussions of a possible trip, typically, at least 6/8 months before the trip dates. **Where appropriate, requests for approval for recurring field trips can be submitted 8 weeks prior to departure but prior to any student/parent commitments.**
- b. Principal or Athletic Director reviews/approves and forwards it to the Director of Transportation.
- c. The Director of Transportation reviews/signs and forwards to the Assistant Superintendent for Instruction (ASI) for review and approval.
- d. ASI forwards to the Superintendent for review and approval as a recommendation to the BOE.
- e. BOE approves – this approval is with the knowledge that further planning and arrangements need to be made. This includes initial deposits. If deposits are over \$500, Superintendent approval is required.
- f. **No fundraising specific to the overnight trip shall begin until initial approval has been given by the BOE.**
- g. **It is understood that athletic tournaments pose a challenge in respect to time lines. When this occurs, the Athletic Director will speak with the Superintendent prior to submission of paperwork.**

#### 2. Final Approval

- a. Submit completed cover sheet with all checklist items addressed and sample items attached. Complete chaperone lists and itineraries are required. The **original packet should be used** and submitted no later than one month prior to the trip. This submission goes to Principal or Athletic Director, then to the Director of Transportation, then ASI and Superintendent.
- b. Principal or Athletic Director, ASI and Superintendent will provide feedback on questions. Once acceptable, Superintendent will forward to BOE with recommendation to approve. **Any** significant changes to the itinerary, chaperone list and/or safety considerations, must be communicated to the building Principal as soon as possible.
- c. BOE approval – this is the final approval and allows for all other applicable deposits/payments to be made. There may be more information needed prior to final approval.
- d. Approval trips will be cc'd to Transportation and Food Service Directors.

#### 3. Overnight Field Trip Procedures

- a. Student and parent signature required for rules/regulations documents.
- b. Parent meetings shall be held prior to the overnight field trip. The employee in charge of the field trip shall contact parents who do not attend by telephone to ensure an understanding of responsibilities.
- c. Director of Transportation shall be contacted to affirm the appropriateness of transportation secured, including but not limited to reviewing paperwork from the transportation company.
- d. **Student luggage shall be searched prior to departure for an overnight field trip. Procedure for doing so should be outlined and submitted to the building principal.**

## 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):

**Class of 2028**

Destination:

**Albany, NY**

Departure Date and Approximate Time:

**June 6th, 2023 (8:00 a.m.)**

Return Date and Approximate Time:

**June 7th, 2023 (10:00 p.m.)**

Number of Students Expected to Attend:

**171 students**

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

**19 Chaperones; security guards at all 3 hotel locations for 25 hour watch**

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):

**Quad - \$ 489 Triple - \$502 Double - \$ 529 Single - \$ 609**

Fundraising	
Group Benefit (Reduce Overall Cost)	Individual
Tom Wahl's (November 8)	Walk-a-thon (11/20)
Snack Fundraiser (11/6 - 11/28)	Read-a-thon (12/6)
Chipotle (2/13)	
Bauer's Clothing Fundraiser (November)	

Scholarship money is available to those in need. Those in need of a scholarship are strongly encouraged to participate in the fundraising opportunities.

## Request for Overnight Field Trip



Mode of Transportation (include bus service / airline): 4 Coach Busses - Covered Wagons

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

1. The Hampton Inn Albany Downtown
  - a. 25 Chapel St, Albany, NY 12210
  - b. (518) 432-7000
  - c. <https://www.hilton.com/en/hotels/albhshx-hampton-suites-albany-downtown/>
  - d.
  
2. The Hampton Inn Albany/University area
  - a. 1442 Western Ave, Albany, NY 12203
  - b. Phone: (518) 438-0001
  - c. <https://www.hilton.com/en/hotels/albuahx-hampton-albany-western-ave-university-area/>
  - d.

Refund policy/ Insurance or other recoup options:

Policy from ETA (travel agency)

### Package Pricing

	Trip Price Per Person	Trip Cxl Ins Price*
Quad (4 people / 2 beds)	\$489.00	\$79
Triple (3 people / 2 beds)	\$502.00	\$119
Double (2 people / 2 beds)	\$529.00	\$119
Single (1 person / 1 bed)	\$609.00	\$119

\*Optional Trip Cancellation Insurance. The plan cost includes the plan premium and a fee for non-insurance assistance services. Please see [important disclosures](#).

## Request for Overnight Field Trip



<b>Cost per student</b>	
Package Amount	\$489
<b>or</b> Breakdown Amount	
Travel	
Lodging	
<b>Meals</b>	
Breakfast	
Lunch	
Dinner	
Other ( <i>Explanation</i> )	(*)
Cost of Trip Per Student	\$489
<i>Less Club Contribution</i>	
<i>Less Expected Fundraising</i>	(**)
<b>Final Cost to Student</b>	<b>\$489</b>

\*All meals are included in the package price

Breakfast is part of the hotel cost, lunch at the Caverns is included and dinner is part of the Lake George boat cruise expense.

Snacks are allowed on the bus.

\*\*8th grade Students are able to participate in at least 6 fundraising events this year.

8<sup>th</sup> grade fundraising events include:

Nov. 6th - 28th - Chocolate, Snacks, Popcorn, etc. Fundraiser

Nov. 8 - Tom Wahl's Fundraiser (4-8pm)

November- Bauer's Clothing Fundraiser

November 20 - Walk-a-thon

Dec. 6 - Read-a-thon

Feb 13th - Chipotle Fundraiser (4-8pm)

Scholarship money is available to those in need. Those in need of a scholarship are strongly encouraged to participate in the fundraising opportunities.

*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:*

Visiting Albany provides students with first-hand knowledge of the metropolitan atmosphere, knowledge of the NYS governmental operations and exposure to NYS governmental sites and historic sites.



**Request for Overnight Field Trip**

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

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

**Audra Ahl**

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

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



\_\_\_\_\_  
Date

**Approvals: (Office Use Only)**

Principal/AD/Supervisor: (Initial)\_\_\_\_\_ (Final)\_\_\_\_\_

Director Of Transportation: (Initial)\_\_\_\_\_ (Final)\_\_\_\_\_

ASI: (Initial)\_\_\_\_\_ (Final)\_\_\_\_\_

Superintendent: (Initial)  (Final) 

Board of Education: (Initial)\_\_\_\_\_ (Final)\_\_\_\_\_

5/10/2024 Verbal approval from Seth

# Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The Canandaigua Middle school is sponsoring an 8th Grade Class trip to Albany.**

Enclosed you will find the following important forms that must be completed and RETURNED by **May 31st, 2024**:

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

Because this is a school-sponsored activity, the rules that govern our students at the Middle School 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: 585-396-3952

**The final payment for this trip is due on April 26, 2024. Any outstanding balances must be paid immediately. All payments are non-refundable unless you've purchased insurance. 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:**

The Hampton Inn Albany Downtown  
25 Chapel St, Albany, NY 12210  
(518) 432-7000

<https://www.hilton.com/en/hotels/albhshx-hampton-suites-albany-downtown/>

The Hampton Inn Albany/University area  
1442 Western Ave, Albany, NY 12203  
Phone: (518) 438-0001

<https://www.hilton.com/en/hotels/albuahx-hampton-albany-western-ave-university-area/>

### **Restaurants:**

Subway (at Howe Caverns), Pizza (on Dinner/dance cruise), breakfast (at hotel), Lunch (at Six Flags)

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

4 Coach Busses - Covered Wagons

### **Chaperone Contact Information:**

#### **Tentative Staff List:**

- Joelle Reynolds
- Andrea Best
- Kelley Mariano
- Lisa Cooke
- Jenn Conklin
- Holly Wolf
- Rachel Wendt
- Theron Chinn
- Michelle Jones
- Jared Simpson
- Emily Williams
- Kelly Smith
- Nicole Kone
- Carol Nicholson
- Tyler Tichenor
- Kevin Wall
- Richard Stanton
- Rebecca Milliman
- Vanessa Hanks

**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 canceled 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: June 6 - June 7, 2024

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

Class/Group           Class of 2028          

Teacher/Supervisor           Ahl/Chinn          

Trip Destination           Albany/Lake George          

Other Planned Stops           Six Flags Great Escape          

Planned Departure Time   8 am   Planned Return Time   10 pm  

Departing From   CMS   Returning To   CMS  

**Additional**

**To be completed by parent:**

\_\_\_\_\_ has my permission to attend the school sponsored trip to

*Name of Student*  
Albany      on      June 6th & 7th, 2024.  
*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: May 20, 2024

### Date of trip:

**June 6 & 7, 2024**

### Hotel

**-The Hampton Inn Albany/University Area & The Hampton Inn Albany Downtown**

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

### Room Assignments

- Room sign ups started in March during 8th grade lunch
- students, with all members present, may sign up for roommates during their lunchtime

### Rules/Behavior

### Students with Medication

### Trip cancellation policy/ insurance

#### Package Pricing

	Trip Price Per Person	Trip Cxl Ins Price*
Quad (4 people / 2 beds)	\$489.00	\$79
Triple (3 people / 2 beds)	\$502.00	\$119
Double (2 people / 2 beds)	\$529.00	\$119
Single (1 person / 1 bed)	\$609.00	\$119

\*Optional Trip Cancellation Insurance. The plan cost includes the plan premium and a fee for non-insurance assistance services. Please see [important disclosures](#).

### Other

# Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Albany on June 6 & 7, 2024

From: Kelly Smith, Canandaigua Middle School

Re: Medication for Albany Trip

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

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by May 31st, 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 2 Day Trip. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

Please call us at 585-396-3860 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**

**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 Jan 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 with 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(s).
- 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 Class of 2028  
8th Grade Trip**

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

**1. Drugs, Alcohol and Tobacco**

The students of **Canandaigua Class of 2028 (8th Grade)** 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 June 6 and return to Canandaigua on June 7** are students 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 canceled 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 Albany 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. Albany 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 Albany 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 Albany and the surrounding areas are 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(s) 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 ETA, or the motor coach company responsible for the theft or loss of personal items.

**8. Parent/Guardian Signature**

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

---

**Student Signature**

**Date**

---

**Parent/Guardian Signature**

**Date**

**Attachment 8**

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

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

Yes      No

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

Yes      No

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

Yes      No

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

Yes      No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# General Trip Tips

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

# Chaperone Responsibilities

## THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

### KEEP IN MIND THE FOLLOWING:

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

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

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

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

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

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

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

### ENFORCE THE SCHOOL RULES

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

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

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

**I. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Alternative CSE Chairperson**

Approval for Megan Meyers to serve as an alternate CSE Chairperson (K-5).

**Personnel**

**1. Instructional Personnel**

**A. Resignation**

- 1) Korina Farwell, Interim Substitute 4<sup>th</sup> Grade Teacher, has resigned from the District effective May 10, 2024.

**B. Appointments**

- 1) Substitute Dean of Students at Middle School

Kelly Edinger-Scammell

***End of Consensus Agenda***

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It is anticipated the Board will call an Executive Session at 5:15 p.m.  
to discuss the employment history of one particular person.

*Public Budget Hearing  
6:00 p.m.*

**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)**

- April 24, 2024- Regular Meeting Minutes

**V. April 2024 Warrant Review (Mrs. Thomas and Mrs. Calabrese)**

**(BOARD ACTION)**

- A-102 General 009971-9010022 (ACH)
- A-103 General 18758-18776, 18788-18828 (Check Print)
- A-104 General 18749-18757, 18777-18787 (In House)
- A-107 General 9010023-9010090 (ACH)
- A-108 General 18839-18945 (Check Print)
- A-109 General 18829-18838, 18946 (In House)
- C-20 Cafeteria 3063-3075
- C-21 Cafeteria 3076-3090
- F-39 Federal 953-954 (Check Print)
- F-40 Federal 9000491-9000493 (ACH)
- F-41 Federal 955-956 (Check Print)
- H-36 Capital 684, 686-688 (Check Print)
- H-37 Capital 9000231-9000232 (ACH)
- H-38 Capital 685 (In House)
- H-39 Capital 9000233-9000234 (ACH)
- H-40 Capital 689-690 (Check Print)

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

**VII. President's Comments**

- Remarks
- Correspondence



**VIII. Superintendent's Report**

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

**IX. Presentation- Comprehensive Counseling Plan**

The Board of Education will receive an update about the content and activities associated with our Comprehensive Counseling Plan. This annual update will be facilitated by Mrs. Leanne Ducharme, Curriculum Area Lead Teacher for Counseling K-12 and Mr. Vern Tenney, Coordinator of Student Support Services.

**X. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Election Inspectors**

The following to serve as election inspectors: Dick Onze, Elaine Williard, Larry Williard, Diane Olivet, Karen Demay, Jim Demay, Judith Flamini, Patricia Neprud-Mehls, Joan Houle, Sandy Delmonte, Pam Gilison, Dolores Thompson, Diane Rocca, Mike Mahar, Anne Olvany, Aline Clement, Lisa Brunelli, Diane Kemp and others as need will be approved for May 21, 2024 at a future Board meeting.

**2. Canon of Literature- Initial Approval**

Kindergarten is requesting the following addition be made to our Canon of Literature and were approved by Council of Instructional Excellence on April 10, 2024.

- *Chalk* by Bill Thompson
- *Good Dog Carl Goes to School* by Alexandra Day

Third grade is requesting the following addition be made to our Canon of Literature and were approved by Council of Instructional Excellence on April 10, 2024.

- *A Boy Called Bat* by Elana K. Arnold

**3. School Social Worker Internship/Field Placement**

Mrs. Emily Bonadonna, Primary School Principal, and Mr. Brian Amesbury, Elementary School Principal are requesting approval for:

- Taylor Dixon, Nazareth University with Deanna Dramer- Early September 2024-Early May 2025

**4. Fall 2024 Student Teacher Placement**

Mr. Matt Schrage, Assistant Superintendent for Instruction, is requesting the change for:

- Replace Rachel Kugler (*approved March 25, 2024*), with Charlotte Salotto, SUNY Geneseo with Julie Leahey- September 3, 2024-October 18, 2024

**5. Surplus Books**

Mrs. Marissa Logue, Academy Principal, is requesting approval to declare as surplus items the listing of books.



**6. Donation**

Acceptance of a donation from The American Dairy Association a mobile milk cooler valued at \$3,679.

**7. Budget Transfer**

The below budget transfer is over \$20,000 and requires Board approval. This is related to pre-referendum architectural design work.

From: A9711.700-00-0000	Serial Bond Interest	\$120,000
To: A1621.400-00-CAPT	Maintenance-Capital Projects	\$120,000

**8. Agreement**

The negotiated agreement between the Superintendent of Schools of the Canandaigua City School District and the Canandaigua City School District Bus Drivers Association for the 2024-2025, 2025-2026 and 2026-2027 school years and authorization for the Superintendent to sign the contract for the District.

**9. Professional Services Agreements**

An agreement with Randall Standridge, Composer, to work with school band students. This will be paid through an Educational Enrichment Fund grant.

An agreement with Berline Beauvais as a Haitian Creole and French interpreter for the district.

**10. 2024 Capital Improvement Pre-Referendum**

**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 an architect/engineer to provide architectural and engineering consultation and services as set forth herein prior to a voter referendum, including but not limited to: preliminary conceptual design and project planning; prepare and update as needed a proposed project milestone schedule; assist with market analysis in connection with the required competitive bidding process; provide status reports; provide assistance with compliance with applicable environmentally related laws and regulations; and provide related professional services (“Pre-Referendum Services”) in connection with its 2024 Capital Improvement Project (the “Project”); and

**WHEREAS**, the Board of Education has determined that it is in the best interest of the School District to continue its professional relationship with LaBella Associates, DPC (“LaBella”) for the purpose of providing Pre-Referendum Services for the Project; and

**WHEREAS**, the Board of Education authorizes the Superintendent of Schools to negotiate one or more contracts with LaBella for Architectural Services in connection with the Project for Board of Education review and approval; and

**WHEREAS**, LaBella has proposed a contract for Pre-Referendum Phase Architectural Services for the Project (the “Pre-Referendum Contract”) which has been reviewed by the District’s legal counsel and approved as to form and submitted to the Board of Education for consideration; and

**WHEREAS**, the School District’s Superintendent recommends approval of the Pre-Referendum Contract as being in the best interest of the School District;

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

1. The Board of Education approves the retention of LaBella to provide Pre-Referendum Services for the Project in accordance with the terms and conditions of the Pre-Referendum Contract.





2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the approved Pre-Referendum Contract with LaBella on behalf of the Board of Education in substantially the form presented to the Board of Education with such modifications, additions, and revisions (other than a material change to the fees or reimbursable expenses) as may be approved by the Superintendent of Schools, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the Pre-Referendum Contract in connection with the Pre-Referendum Phase of the Project.
3. 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 LaBella for Architectural Services in connection with the Post-Referendum Phase of the Project for Board of Education review and approval.
4. Upon Board of Education approval, this Resolution shall take effect immediately.

**11. Athletic Hall of Fame**

Approval of the inductees to the 2024 Athletic Hall of Fame class. Induction October 17, 2024.

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

Recommendations of the Committee on Special Education meeting dates of: January 22, 30, February 1, 2, 3, 5, 6, 7, 8, 9, 12, 13, 27, 28, 29, March 1, 4, 5, 6, 8, 11, 14, 17, 18, 19, 20, 21, 22, 27, 28, April 9, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, May 1, and 2.

**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Alvin Wolfanger Jr.	Custodial Worker	Resignation	4/24/2024
Michael P. Smith	Building Maintenance Assistant	Resignation	4/25/2024
Advije Cakolli	School Monitor	Resignation	6/30/2024
Rebecca Naylor	School Monitor	Resignation	5/3/2024
Karolyn Gaydosh	Secretary I	Resignation	5/17/2024

B. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Theophile Santos	Information Technology Support Technician I	5/20/2024	Per Contract
Mari Lynn Shaw	Substitute Teacher Aide	4/22/2024	\$15.00/hr.
Samantha Cook	School Monitor	5/6/2024	\$15.07/hr.
Steven Lloyd	Substitute Teacher Aide	5/15/2024	\$15.00/hr.

2. Instructional Personnel

A. Resignation

- 1) Morgan Preston, Special Education Teacher at the Elementary School, has submitted her resignation from the District effective 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) Matthew Groot received his Bachelor's degree in History Education from Nazareth College. He earned his Master's degree in Special Education from National University. He has been working in public education for the past 18 years. Mr. Groot will be appointed to a 1.0 FTE, 3-year probationary Special Education Teacher with a tenure area of Special Education effective September 1, 2024.
- 2) Sarah Ducar received her Bachelor's degree in Childhood/Inclusive Early Childhood Education from Nazareth College. She has been a Long-term Substitute 2<sup>nd</sup> Grade Special Education Teacher for the 2023-2024 school year. Ms. Ducar will be appointed to a 1.0 FTE, 4-year probationary UPK Teacher with a tenure area of Elementary effective July 1, 2024.
- 3) Melissa Armsden received her Bachelor's degree in History from SUNY Brockport where she also earned her Master's degree in Education and Human Development. She has been working in public education for the past 12 years. Ms. Armsden will be appointed to a 1.0 FTE, 3-year probationary Special Education Teacher with a tenure area of Special Education effective September 1, 2024.
- 4) Keyla Bay received her Bachelor's degree in Psychology from Fairfield University where she also earned her Master's degree in Elementary Education. She has been working for the District as a Long-term Substitute 4<sup>th</sup> Grade Teacher for the 2023-24 school year. Ms. Bay will be appointed to a 1.0 FTE, 3-year probationary Elementary Education Teacher with a tenure area of Elementary effective July 1, 2024.
- 5) Jessica Mahoney received her Bachelor's degree in Early Childhood Education from SUNY Geneseo. She earned her Master's degree in TESL from SUNY Brockport. She has been teaching full-time for the past year. Ms. Mahoney will be appointed to a 1.0 FTE, 4-year probationary Elementary Education Teacher with a tenure area of Elementary effective September 1, 2024.
- 6) Jennifer Rhode received her Bachelor's degree in Psychology from St. John Fisher University. She earned her Master's degree in Speech & Language Pathology from Nazareth University. She has been working in public education for the past 7 years. Ms. Rhode will be appointed to a 1.0 FTE, 3-year probationary Speech Therapist with a tenure area of Speech effective September 1, 2024.



<u>Name</u>	<u>Certification</u>	<u>Appointment Effective</u>	<u>Step/Rate</u>
Matthew Groot	Social Studies 7-12; Students With Disabilities – Grades 7-12 – Social Studies	9/1/2024	Step 19
Sarah Ducar	Childhood Ed 1 – 6; Students w/ Disabilities 1 – 6; Students w/ Disabilities N – 2; Early Childhood Ed B – 2	7/1/2024	Step 1
Melissa Armsden	Students w/ Disabilities 7-12 Social Studies; Social Studies 7-12	9/1/2024	Step 13
Keyla Bay	Childhood Ed 1 – 6	7/1/2024	Step 2
Jessica Mahoney	Childhood Ed 1 – 6; Early Childhood Ed B – 2	9/1/2024	Step 2
Jennifer Rhode	Speech & Language Disabilities	9/1/2024	Step 8

7) 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>
Stephanie Scheemaker	Elementary	1/15/2024

8) Non-Certified Substitute Teachers

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

- Sydney Close
- Margaret Adams
- Julia Ross-McGuire
- Emma Landrigan
- Quinn Nolan
- Allison Drake
- Emma Grace Wade
- Matthew Belles

9) Co-Curricular Position

Heidi Reybrouck – Assistant Musical Director for the Academy Spring Musical.

10) Spring Coach

The following individual is recommended to a Spring Coach position at a rate in accordance with contract:

- Kyle Stanney – Assistant Varsity Boys Lacrosse; Step 7C

11) New Compensated Club

The following club is recommended to be added to the CTA Contract, Co-Curricular, Appendix A as compensated club under Group A beginning the 2024-2025 school year:

- Primary-Elementary School Student Musical Production

### **End of Consensus Agenda**

#### **XI. Board Committee Reports**

- Audit Committee- Mr. Milton Johnson- May 10, 2024

#### **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- May 8, 2204**
- Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller
- Safety / Health / Security Committee- Mr. John Polimeni

#### **XIII. Upcoming Events**

- May 16- District Health and Safety
- May 21- District Budget and Board of Education Vote
- May 22- Board Meeting
- May 23- Middle School Small Ensemble Concert
- May 27- Memorial Day- No School
- May 29- Middle School Orchestra Concert
- May 30- Academy Spring Concert I
- June 4- 4<sup>th</sup> and 5<sup>th</sup> Grade Chorus Concert
- June 5- Middle School Concert
- June 6- Academy Spring Concert II
- June 7- Audit Committee Meeting
- June 8-9 Madrigal Dinner
- June 9- Senior Sunset
- June 10- Board Meeting
- June 10- 5<sup>th</sup> Grade Band & Orchestra Concert
- June 11- Transitional & Kindergarten Parent Night
- June 11- Middle School Choir Concert
- June 12- Policy Committee Meeting
- June 12- 4<sup>th</sup> Grade Band and Orchestra Concert
- June 13- Senior Awards Ceremony
- June 14- Flag Day Ceremony
- June 19- Juneteenth- No School
- June 23- Class of 2024 Commencement

#### **XIV. Closing Remarks**

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



The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, March 25, 2024 at 5:00 p.m. at the Primary School, President Grimm presiding.

**BOARD MEMBERS PRESENT:** Jeanie Grimm, Amy Calabrese, Milton Johnson, Julianne Miller, Megan Personale, John Polimeni (*left at 6:30 p.m.*), Jenny Tessendorf, Beth Thomas

**BOARD MEMBERS ABSENT:** Jen Schneider

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

**LEADERSHIP TEAM ABSENT:** Matt Fitch

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** Visitors on file

### ***Executive Session***

Upon a motion made by Mr. Johnson, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved calling an Executive Session at 5:00 p.m. to discuss the employment of two 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 Ms. Tessendorf, seconded by Mrs. Personale, 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.*

### ***Pledge of Allegiance to the Flag***

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

### ***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 April 15, 2024 Regular Board Meeting minutes.

**APPROVED: MINUTES**

### ***March 2023 Warrant Review***

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the March Warrants

**APPROVED: WARRANTS**

A-92 General 9009875-9009942 (ACH)  
A-93 General 18663-18715 (Check Print)  
A-94 General 18648-18662 (In House)  
A-96 General 18716-18721, 18748 (In House)  
A-98 General 9009943-9009970 (ACH)  
A-99 General 18722-18747 (Check Print)  
C-18 Cafeteria 3030-3048  
C-19 Cafeteria 3049-3062  
F-35 Federal 950-951 (Check Print)  
F-36 Federal 9000488-9000490 (ACH)  
F-37 Federal 949 (In House)



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F-38 Federal 952 (Check Print)  
H-32 Capital 677-679 (Check Print)  
H-33 Capital 9000230 (ACH)  
H-34 Capital 676 (In House)  
H-35 Capital 680-683 (In House)  
HBU-1 Capital Bus Purch 9

### **Wayne-Finger Lakes BOCES**

There are three (3) vacant seats on the Wayne-Finger Lakes Board of Cooperative Educational Services (BOCES) Board of Education. Each seat is for a 3-year term effective July 1, 2024. The candidates listed below, in order selected by lot, with their address and school district of residence.

Please vote for three (3)

- Pam Pendleton, 6949 Furnace Road, Ontario, NY 14519 - school district of residence: Wayne
- OJ Sahler, 4214 County Road 16, Canandaigua, NY 14424 - school district of residence: Canandaigua
- Lynn Gay, 83 Main Street, Bloomfield, NY 14469 - school district of residence: Bloomfield

Upon a motion made by Mr. Johnson, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved Pam Pendleton to a seat on the Wayne-Finger Lakes BOCES Board effective July 1, 2024.

**APPROVED: PAM PENDLETON**

Upon a motion made by Mrs. Miller, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved OJ Sahler to a seat on the Wayne-Finger Lakes BOCES Board effective July 1, 2024.

**APPROVED: OJ SAHLER**

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved Lynn Gay to a seat on the Wayne-Finger Lakes BOCES Board effective July 1, 2024.

**APPROVED: LYNNE GAY**

Approval of the 2024-2025 tentative administrative budget (Part 1) of the Wayne Finger Lakes Board of Cooperative Educational Services in the amount of \$3,863,200.

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved the BOCES administrative budget.

### **Board Student Representative**

Taryn Bjorling reported out students are preparing for International Baccalaureate testing and springs sports are in full swing.

### **Superintendent's Report**

Superintendent Farr acknowledged our students who were recognized with the Ontario County Youth Bureau Award: Natalie Corbett, JJ Graves, Makenna Travis, and Leah Thompson. Also recognized as Employee of the Year is Randy Boylan.

### **Consensus Agenda**

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

**APPROVED: CONSENSUS AGENDA**



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## **Business**

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

the Treasurer's Report for the Period of February 1, 2024 - February 29, 2024 and March 1, 2024 – March 31, 2024. 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 – February 29, 2024 and March 1, 2024 - March 31, 2024. 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 – February 29, 2024 and March 1, 2024 - March 31, 2024. Additional information is included as an attachment and is filed.

### **4. Canon of Literature- *Final 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

### **5. Surplus Books**

the request of Mrs. Marissa Logue, Academy Principal, to declare as surplus the below books:

- 45 copies- *The Causes of the Civil War*. Stamp, Kenneth Milton. Third Ed., Simon & Schuster, 1991.
- 23 copies- *The Peculiar Institution: Slavery in the Ante-Bellum South*. Vintage Books, Stamp, Kenneth M., 1989.

### **6. Guest Presenter**

the request of Mr. Brian Amesbury, Elementary School Principal, for Lindsey Dixon Marianetti to perform her Kid Fit presentation to the third-grade classes.

### **7. Recommendations of the Committee on Special Education**

recommendations of the Committee on Special Education meeting dates of: January 16, 25, 26, February 2, 27, March 1, 8, 11, 12, 14, 18, 20, 22, 26, 27, 28, April 9, 10, and 11.



**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
William Connor	Teacher Aide	Resignation	4/12/2024
Elizabeta Noveska	Teacher Aide	Resignation	4/15/2024

B. Leave of Absence

- 1) of Madison Johnson, Teacher Aide at the Primary School, for a leave of absence from March 29, 2024 through June 30, 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>
Desiree Davies	School Monitor	4/19/2024	\$15.07/hr.
Cathy Walker	Substitute Food Service Helper	4/29/2024	\$15.00/hr.

2. Instructional Personnel

A. Interim Assistant Principal

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

Anne Ceddia, Assistant Principal, Middle School- 5/20/2024-6/30/2024

***End of Consensus Agenda***

***Board Committee Reports***

Policy Committee

Mrs. Beth Thomas reported on behalf of Policy Committee which met on April 17, 2024. The Committee reviewed the documents used for new board members and their mentor

***Upcoming Events***

- 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





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***Closing Remarks***

Upon a motion made by Mrs. Calabrese seconded by Mr. Johnson, all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:40 p.m. The next Regular meeting will be on May 13, 2024 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk



# CCSD COUNSELING ANNUAL REPORT

2024



# Teen Mental Health First Aid

- Teaches teens how to identify, understand and respond to signs of mental health & substance use challenges among their friends and peers





# TMHFA

(Teen Mental Health First Aid)

- Started at CA in 2021
- We have 4 trained instructors
- Provided in Health Class
  - 21-22~ 247 Students trained
  - 22-23~ 236 Students trained
  - 23-24~ 242 Students trained
- 8 day curriculum
- planning to expand to CACC

# Co-Located Partnership with Ontario County Mental Health

- partnering with OCMH to provide students with mental health counseling at school
- OCMH only has co-located services at CA and Honeoye
- OCMH is looking to hire more providers to expand services

Since January

MS- 16 students

HS-19 students

- Hoping to expand in 24-25 school year to an additional 1/2 to whole day at each building



# Schoollinks



- New college and Career software program
- Grades 6-12
- Mini Assessments
  - \* Find your path
  - \* Would you rather
  - \* Social Emotional Learning
- Training MS Home & Careers Teachers





Title	Author	Published	Call Number	Barcode	Price
Abarat	Barker, Clive, 1952-	2002	FANTASY F BAR	CAS026229	21.25
Absolute Midnight	Barker, Clive, 1952-	2011	FANTASY F BAR Book 3	CAS035309	25.00
Abu Nidal : a gun for hire	Seale, Patrick.	1992	92 NIDAL	CAS0030625	21.50
Adolf Hitler	Wepman, Dennis.	1985	92 HITLER	CAS021098	19.95
Adolf Hitler : an unautho	Tames, Richard.	1999	92 HITLER	CAS021161	24.22
Adolf Hitler : The Import:	Ayer, Eleanor,.	1996	92 HITLER	CAS015469	16.95
Alcatraz versus the evil L	Sanderson, Brandon.	2007	FANTASY F SAN	CAS022658	16.99
Alcatraz versus the Knight	Sanderson, Brandon.	2009	FANTASY F SAN	CAS028526	17.00
Alcatraz versus the Scriver	Sanderson, Brandon.	2008	FANTASY F SAN	CAS033242	16.99
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State birds and flowers	Earle, Olive Lydia.	1951	929.8 E	CAS008339	
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