
Safety Plan Hearing
3:45 p.m. at the Operations Center, 5500 Airport Road

Board of Education Meeting
6:00 p.m. at the District Office, 143 North Pearl Street

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Board Meeting Minutes** (BOARD ACTION)
- IV. June 2024 Warrant Review (Mr. Johnson and Mrs. Miller)** (BOARD ACTION)
- V. President's Comments**
- VI. Superintendent's Report**
- VII. Consensus Agenda** (BOARD ACTION)

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

Business

- 1. Treasurer's Report
- 2. Budget Status Report
- 3. Report
- 4. Textbook Adoption- *Final Approval*
- 5. Agreements
- 6. Surplus Items
- 7. Field Trips- Final Approval
- 8. Foreign Exchange Student
- 9. Volunteer Coaches
- 10. Summer Gathering
- 11. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- VIII. 2024-2025 Board Goals** (BOARD ACTION)
- IX. 2024-2025 Board Committee Structure** (BOARD ACTION)
- X. Board Committee Reports**
 - Policy Committee- Mrs. Jeanie Grimm- June 12, 2024
- XI. Closing Remarks**
(President, Board of Education and/or Superintendent)



Safety Plan Hearing
3:45 p.m. at the Operations Center, 5500 Airport Road

Board of Education Meeting
6:00 p.m. at the District Office, 143 North Pearl Street

I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. Board Meeting Minutes

(BOARD ACTION)

- June 10, 2024- Regular Meeting Minutes
- July 1, 2024- Reorganizational Meeting Minutes

IV. June 2024 Warrant Review (Mr. Johnson and Mrs. Miller)

(BOARD ACTION)

- A-123 General 9010229-901276 (ACH)
- A-124 General 19167-19205 (Check Print)
- A-125 General 19149-19166 (In House)
- A-126 General 19206-19209 (In House Pre-Pay)
- A-128 General 13913614, 13938822, 13980669 (Manual)
- A-131 General 9010277-9010330 (ACH)
- A-132 General 19225-19261 (Check Print)
- A-133 General 19210-19224 (In House)
- C-24 Cafeteria 3123-3132
- C-25 Cafeteria 3133
- F-46 Federal 960 (Check Print)
- F-47 Federal 9000498-9000499 (ACH)
- F-48 Federal 9000500-9000501 (ACH)
- F-49 Federal 961-962 (Check Print)
- H-44 Capital 696-702 (In House)
- H-45 Capital 703-720 (In House)

V. President's Comments

- Remarks
- Correspondence

VI. Superintendent's Report

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

VII. Consensus Agenda

(BOARD ACTION)

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

Business

1. Treasurer's Report

The Treasurer's Report for the Period of June 1, 2024 – June 30, 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 – June 30, 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 – June 30, 2024. Additional information is included as an attachment and is filed.

4. Textbook Adoption- *Final Approval*

At the June CIE meeting, the Council reviewed and approved the following textbook addition. A thorough review occurred through the department, the building principal, and finally the CIE as directed in the District Curriculum **Procedures** Manual. (*Initial July 1, 2024*)

- AP US Government and Politics: *American Government: Stories of a Nation*

5. Agreements

Agreement with Liberty Resources Psychology, Physical, Occupational and Speech Therapy PLLC for the provision of PROMPT Speech services per student(s) IEP effective July 1, 2024-June 30, 2025.

Agreement with Jennifer Wick for Behavior Consulting services from July 1, 2024-June 30, 2025 at a rate of \$140/hour.

Agreement with Marcy Osburn MPS/PT for the provision of Itinerant Physical Therapy Services per student IEP from July 1, 2024-June 30, 2025.

Agreement with The Rochester School of the Holy Childhood, Inc. for student educational placement per student(s) IEP from July 1, 2024- June 30, 2025.

6. Surplus Items

Mrs. Marissa Logue, Academy Principal, is requesting approval to declare as surplus items the below:

- One fully weighted Yamaha PF85 – estimated age 35 years – chipped keys and broken power cord-asset tag CA-2745
- One weighted Casio PX-330BK – estimated age 15 years – does not work and no asset tag
- Thirty-three copies of *Environmental Systems and Societies* by Person, 2010 copyright
- Seven swift nine fifty series microscopes
- One non-descript swift instrument microscope
- One American Optical microscope

7. Field Trips- *Final Approval*

Mrs. Caroline Chapman, Athletic Director, is requesting final approval of the following trip:

- Camp Stella Maris, August 30-31, 2024, Livonia, NY (*initial June 10, 2024*)
- Varsity Cheerleading, August 27-30, 2024, Honesdale, PA (*initial June 10, 2024*)

8. Foreign Exchange Student

Mrs. Marissa Logue is requesting approval for the below AFS exchange students for the 2024-20253 school year. Additional information is included in packet.

- Alice Seresini from Italy
- Emma Colberg from Switzerland

9. Volunteer Coaches

Mrs. Caroline Chapman is requesting approval for the below volunteer coaches for the fall:

- Bobby Reynolds - Girls Volleyball
- Gil Jackson - Football
- Marc Tapscott - Football



- Nate Gilligan - Football
- Dan Fonda - Football - CPR certification exempt*
- Maralee Taft - Game Day Cheer
- Elexis Taft - Game Day Cheer
- Alayna Richmond - Game Day Cheer

10. Summer Gathering

The Board of Education approves of an amount not to exceed \$1,200 for a district summer gathering.

11. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of: February 1, March 1, 6, 11, 12, 19, 21, 22, 25, 26, 28. April 9, 10, 11, 12, 18, 23, 24, 26, 30, May 1, 3, 6, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 28, 29, 30, 31, June 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 20, 21, 24, 25, 27, 28, July 1, 8, 10, 11

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Tim Cedar	School Bus Driver	Resignation	7/2/2024
Lisa Cedar	School Bus Monitor	Resignation	7/2/2024
Kourtney Deisenroth	Teacher Aide	Resignation	6/25/2024
Matthew Parks	Custodial Worker	Resignation	6/30/2024
Anamari Wallace-Reyes	School Monitor	Resignation	6/21/2024
Samantha Cook	School Monitor	Resignation in order to accept another position in the District	8/31/2024
Shanon Tones	School Bus Driver	Resignation	8/16/2024
Richard Mullen	School Bus Driver	Resignation	7/22/2024

B. Addition of Position

In order to stay in compliance with Civil Service, the Board of Education needs to create one (1) new position of Bus Dispatcher.

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Deborah Mayo	School Monitor	9/3/2024	\$15.44/hr.
Deborah Mayo	Summer Bus Monitor	7/9/2024	\$15.44/hr.
Donnette Boucher	Summer Food Service Helper	7/9/2024	Current Rate
Daria Miller	Summer Food Service Helper	7/9/2024	Current Rate
Matthew Parks	Substitute Custodial Worker	7/1/2024	\$15.00/hr.
Parker Bowman	Student Helper – Tech	7/8/2024	\$15.00/hr.
Hannah Thiel	Student Helper – Tech	7/8/2024	\$15.00/hr.
Gloria McAlpin	Student Helper – Tech	7/8/2024	\$15.00/hr.
Payton Bodine	Student Helper – Tech	7/8/2024	\$15.00/hr.
Ian Duncan	Student Helper – Tech	7/8/2024	\$15.00/hr.
Keri Mangiarelli	Substitute School Bus Driver	7/12/2024	\$19.00/hr.
Jaime Snell	Substitute Receptionist	7/9/2024	\$16.13/hr.



Chloe Nicodemus	Student Helper - CSMT	7/8/2024	\$15.00/hr.
Heather Lyon	Summer Bus Monitor	7/9/2024	Current Rate
Stacy Mannix	Summer Bus Monitor	7/9/2024	Current Rate
Keith Young	Summer Bus Driver	7/9/2024	Current Rate
Kelly Burgess	School RN	9/1/2024	Step 10
Christie Patti	Teacher Aide	9/3/2024	\$15.35/hr.
Jean Schroo	Substitute Teacher Aide	9/5/2024	\$15.00/hr.
Mary Ayers	Teacher Aide	9/3/2024	\$15.35/hr.
Nicholas Fustanio	Custodial Worker	8/1/2024	\$16.00/hr.
David Whitt	School Bus Driver Trainee	7/15/2024	\$15.00/hr.
Samantha Cook	Teacher Aide	9/1/2024	\$15.35/hr.
Kathleen Burbank	School Bus Monitor	9/1/2024	\$15.44/hr.
Britta Crystal	Secretary I, FT 10-Mo.	9/3/2024	\$17.00/hr.
Diane Rocca	Senior Account Clerk Typist	7/1/2024	Current Rate

D. Special Programs Extended School Year

The following staff have been recommended for the ESY Special Programs Summer School Program at 2024-2025 rates in accordance with contract:

Jessica Parks
Emma Arnaud
Nissa Deibler
Taylor Tripodi
Donna Tyler

2. Instructional Personnel

A. Leave Of Absence

- 1) Taylor Fraser, Special Education Teacher at the Primary School, has requested a personal unpaid leave of absence for the 2024-2025 school year.

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) Ashley Stitt received her Bachelor's degree in History from SUNY Geneseo. She earned her Master's degree in Early Childhood Education from the University of Rochester. She has worked in public education for 11 years. Ms. Stitt will be appointed to a 1.0 FTE, 4-year probationary Special Education Teacher with a tenure area of Special Education effective September 1, 2024.
- 2) Matthew Erman received his Bachelor's degree in Music Education from SUNY Fredonia. He earned his Master's degree in Jazz Studies and Contemporary Media from the Eastman School of Music. He has been teaching for the past year. Mr. Erman will be appointed to a 1.0 FTE, 4-year probationary Music Teacher with a tenure area of Music effective September 1, 2024.
- 3) Alyssa Palmer received her Bachelor's degree in Biology from SUNY Geneseo. She earned her Master's degree in Education from Nazareth University. She has been working in public education for 15 years. Ms. Palmer will be appointed to a 1.0 FTE, 3-year probationary Physics Teacher with a tenure area of Science effective September 1, 2024.



- 4) Sara Kelly received her Bachelor’s degree in Inclusive Childhood Education from St. John Fisher University. She is currently attending Roberts Wesleyan University where she is working towards her Masters in Literacy. She has worked for the District since 2021 as a Teacher Aide and a Long-Term Substitute AIS Teacher for the 2023-2024 school year. Ms. Kelly will be appointed to 1.0 FTE, non-tenured Long-Term Substitute Special Education Teacher for the 2024-2025 school year.
- 5) Sarah Callahan received her Bachelor’s degree in Business and Technology Management from Clarkson University. She earned a Master’s degree in Business & Marketing Education from Nazareth College and a second Master’s degree in Building And District Educational Leadership from St. John Fisher College. She has been working in public education for 16 years. Ms. Callahan will be appointed to a 1.0 FTE, 3-year probationary Director of Professional Learning and Data Coordination with a tenure area of Director of Professional Learning and Data Coordination effective September 2, 2024.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Ashley Stitt	Early Childhood Ed B– Grade 2; Childhood Ed Grades 1-6; Students w/ Disabilities Grades 1-6; Students w/ Disabilities B- Grade 2; Students w/ Disabilities All Grades	9/1/2024	Step 11	4-years
Matthew Erman	Music	9/1/2024	Step 2	4-years
Alyssa Palmer	Physics 7-12; Biology 7-12; Chemistry 7-12; General Science 7-12; Students w/ Disabilities Grades 7-12 Generalist; Students w/ Disabilities Grades 7-12 Biology	9/1/2024	Step 16	3-years
Sara Kelly	Childhood Ed 1-6; Students w/ Disabilities 1-6	7/1/2024 – 6/30/2025	Step 2	N/A
Sarah Callahan	School District Leader; Business And Marketing; Coordinator of Work-Based Learning Programs	9/2/2024	Per Contract	3-years

6) Special Programs Extended School Year

The following staff have been recommended for the ESY Special Programs Summer Program at rates in accordance with contract:

- Oreshya Peterson
- Danielle Consaul
- Megan Myers, ESY Coordinator
- Brian Crawford, Substitute ESY Coordinator
- Kelly LaBouf, Nurse
- Sharon Raymo, Nurse
- Melinda Blaisdell Goodman, Nurse

7) 2024-2025 Coach

The following staff is recommended for 2024-2025 Coaching positions at rates in accordance with contract:

- Alyssa Zacharias – Girls Varsity Lacrosse



8) Interim Substitute

The following individual has been recommended for an Interim Substitute 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>
Anne Ceddia	Director of Special Programs	DW	7/10/2024 - TBD

9) 2024-2025 Fall Coaches

The following individuals are recommended to Fall coaching positions at rates per CTA contract:

Annesi, Mark	Varsity Boys Soccer
Askin, Nicole	Modified Girls Tennis
Bach, Jennifer	Modified Girls Volleyball
Carrigan, Haley	JV Girls Swim
Casteen, Leamon	Modified B Football
Ceravolo, Colton	Modified Boys Volleyball
Chinn, Cheri	JV Girls Volleyball
Colcord, Max	JV Boys Volleyball
Condon, Kim	Modified Cross Country
Corbett, Jackie	Modified Girls Soccer
Crouse, Jordan	JV Fall Cheer
Ducharme, Dave	Varsity Girls Tennis
Ducharme, Leanne	Modified Cross Country
Dutcher, Josiah	JV Cross Country
Gioseffi, Dave	Fall Strength and Conditioning
Gisleson, Zach	Assistant Football
Hawkins, Bruce	JV Girls Tennis
Kraft, Rebecca	Girls Diving
Lopez, Donovan	JV Football
Mahar, Michael	Modified Girls Soccer
Marsh, Daina	Varsity Girls Volleyball
Marsh, Eric	Modified Boys Soccer
Nieman, Dave	JV Football
Owdienko, Danielle	Assistant Girls Soccer
Peck, Bryan	Varsity Girls Soccer
Pietropaolo, Brianna	JV Girls Soccer
Post, Joe	Modified B Football
Robbins, Daniel	Modified A Football
Rose, Ben	Assistant Football (Paid by Boosters)
Sabbour, Joe	Assistant Boys Soccer
Segbers, Mitch	Varsity Boys Volleyball
Silco, Matt	Modified A Football
Smith, Evan	Varsity Girls Swimming
Thompson, Marlese	Varsity Cheer
Vitticore, Aidan	Modified Boys Soccer
Walters, Matt	Assistant Football
Ward, Eric	JV Boys Soccer
Ward, Matt	Varsity Cross Country
Welch, Jeff	Varsity Football
Whittaker, Taylor	Modified Cheer
Windheim, Taryn	Modified Girls Swimming
York Deven	Modified B Football
York, David	Assistant Football (Paid by Boosters)
Zimmerman, Mike	Modified B Football



End of Consensus Agenda

VIII. 2024-2025 Board Goals **(BOARD ACTION)**

IX. 2024-2025 Board Committee Structure **(BOARD ACTION)**

X. Board Committee Reports

• **Policy Committee- Mrs. Jeanie Grimm- June 12, 2024**

- > Policy 1120 Organizational Policy- *First Reading*
- > Policy 2070 Acceptable Use Policy- Artificial Intelligence wording added- *First Reading*
- > Policy 3110 Parent and Family Engagement (Title I)- Reviewed- *No Changes*
- > Policy 3190 Student Attendance- Added Regulation Information and Regulation- *Non-Substantive*

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

XII. Closing Remarks

(President, Board of Education and/or Superintendent)

XIII. Upcoming Events

- August 26- Board of Education Meeting
- September 2- Labor Day
- September 3 & 4- Superintendent Conference Day
- September 5- First Day of School
- September 9- Board of Education Meeting
- September 23- Board of Education Meeting

The Reorganizational meeting of the Canandaigua City School District Board of Education was held on Monday, July 1, 2024 at 8:00 a.m. at the District Office, District Clerk Sundlov presiding.

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

BOARD MEMBERS ABSENT: Amy Calabrese, John Polimeni

LEADERSHIP TEAM PRESENT: Jamie Farr

LEADERSHIP TEAM ABSENT: Brian Nolan, Matt Schrage, Matt Fitch

BOARD DISTRICT CLERK: Deborah Sundlov

Ms. Sundlov called the meeting to order at 8:00 a.m. leading all in the Pledge of Allegiance.

Oath of Office - Re-elected Milton Johnson and Beth Thomas

The Oath of Office was administered by Ms. Sundlov to Mr. Milton Johnson and Mrs. Beth Thomas.

Election of President for 2024-2025 and Oath of Office - District Clerk

Ms. Sundlov asked for nominations for Board President. Upon a motion made by Mrs. Personale, seconded by Mr. Johnson, with all present voting yes, and with no other nominations the Board of Education approved the appointment of Mrs. Jeanie Grimm as Board President. Ms. Sundlov administered the Oath of Office to Mrs. Grimm.

APPROVED: BOARD PRESIDENT

Election of Vice President for 2024-2025 and Oath of Office

President Grimm asked for nominations for Board Vice President. Upon a motion made by Mrs. Thomas, seconded by Mr. Johnson, with all present voting yes, and with no other nominations the Board of Education approved the appointment of Mrs. Julianne Miller as Board Vice President. Mrs. Miller was administered the Oath of Office.

APPROVED: BOARD VICE PRESIDENT

Oath of Office - Superintendent

Mrs. Grimm administered the Oath of Office to Superintendent Farr.

Appointments, Designations and Authorizations

Upon a motion made by Mrs. Thomas, seconded by Mrs. Miller, and with all present voting yes, the Board of Education approved the appointments, designations and authorizations.

APPROVED: APPOINTMENTS/AUTHORIZATIONS

1. Appointments ~ Oath of Office will be completed at this meeting or soon after and kept on file.

a) Appointment of District Treasurer

appointment of **Cullen Spencer** as District Treasurer for the 2024-2025 school year.

b) Appointment of District Clerk

appointment of **Deborah Sundlov** as District Clerk for the 2024-2025 school year.

c) Appointment of District Clerk Pro Tem

appointment of **Jeanie Grimm** and **Matt Fitch** as District Clerk Pro Tem for the 2024-2025 school year.

d) Appointment of Claims Auditor

appointment of **Jill Ehrlinger** as Claims Auditor for the 2024-2025 school year.

e) Appointment of Deputy Claims Auditor

appointment of **Coletta Perkins** as Deputy Claims Auditor for the 2024-2025 school year.

2. Designations of Depositories

The Superintendent recommends that the Board of Education designate JP Morgan Chase & Co., Canandaigua National Bank and Trust Company, and Five Star Bank as depositories for the funds belonging to the school district during the 2024-2025 school year; and that the Tax Collector be instructed to deposit daily, taxes received from October 1 to December 31 in the General Account at the Canandaigua National Bank and Trust Company and to the special Tax Account at JP Morgan Chase & Co. and to deposit taxes at in a timely manner not to exceed one business day.

The accounts in the aforementioned banks shall not exceed the following amounts:

- J.P. Morgan Chase & Co. \$80,000,000
- Canandaigua National Bank and Trust Company \$80,000,000
- NYCLASS \$80,000,000
- Five Star Bank \$15,000,000

3. Designation of Official Newspaper

the Board of Education designates the *Canandaigua Daily Messenger, Gannett Co., Inc.* as the official newspaper of the District.

4. National School Lunch Program

the Board of Education authorizes the District Clerk to sign renewal forms and monthly reports for participation in the National School Lunch Program.

5. Designation of the 504 and Title IX Coordinator

the Board of Education authorize, **Vernon Tenney** to serve as the 504 Coordinator for all District students and **Brian Nolan** to serve as the 504 Coordinator for all District personnel and Title IX Coordinator in the Canandaigua City School District for the 2024-2025 school year.

6. Authorizations

District Functions

the Board of Education authorize the following persons to perform the function specified for the 2024-2025 school year:

- a) Certification of Payrolls - **Matt Fitch**, Assistant Superintendent for Business; **Brian Nolan**, Assistant Superintendent for Personnel and Support Services, as alternate
- b) Signatories on Checks - **Cullen Spencer**, Treasurer
- c) Budget Transfers not to exceed \$20,000 - **Jamie Farr**, Superintendent of Schools
- d) Approval of Change Orders up to \$35,000 - **Jamie Farr**
- e) Signatories for Report of Personnel Changes - **Brian Nolan**, Designee; **Aline Clement**, Employee Relations Assistant, Alternate
- f) Signatories for all OMNI 403(b) Plan, Benefit Resource, Inc. Cafeteria Plan Agreements, Benefit Resource, Inc. HRA and FSA, HSA Bank - HSA Agreement, Excellus Health and Dental Insurance,

-
- Finger Lakes Area School Health Plan, and Retirement Special Pay Plans 403 (b) - **Matt Fitch**, Designee
 - g) Trustees of Health Reimbursement Plans - **Matt Fitch** and **Cullen Spencer**
 - h) Health Reimbursement Committee members - **Matt Fitch**, **Linda Eames**, and **Cullen Spencer**
 - i) Designee of Employee Sick Bank/Leave Reserve - **Jamie Farr**, **Brian Nolan**

Authorization to Open Bids

that any two of the following four individuals be authorized to open bids:

- Matt Fitch**, Purchasing Agent
- Brian Nolan**, Assistant Superintendent
- Jamie Farr**, Superintendent
- Cullen Spencer**, District Treasurer

7. Impartial Hearing

for the Board President or Vice President to independently appoint an Impartial Hearing Officer as necessary for any impartial hearing regarding the placement of a special education student.

8. Other Appointments

that the Board of Education approves the following appointments for the 2024-2025 school year and authorize changes in writing and shared with the Board of Education:

- a) Purchasing Agent - **Matt Fitch**
- b) Records Management Officer - **Vernon Tenney**
- c) Records Access Officer - **Deborah Sundlov**
- d) Special Counsel - Ferrara Fiorenza PC
- e) External Auditor for the Records for Fiscal Year 2024-2025 – Mengel, Metzger & Barr
- f) Internal Auditor for the Records for Fiscal Year 2024-2025 - Bonadio & Co. LLP
- g) Athletic Training Services - F.F. Thompson Hospital Systems, Inc. for 2024-2029
- h) Employees Health Services - F.F. Thompson Hospital Systems, Inc. (Health Works Occupational Medicine)
- i) School Physician - FF Thompson Health, Dr. Michael Foote and nurse practitioners Jamie Kline, FNP and Karen Yax, FNP
- j) Student Accident Insurance - Gerber Life Insurance Company
- k) Homeless Liaison Designee - **Vernon Tenney**
- l) Copyright Officer - **Dan Bowman**
- m) Broker of Record Medical Consultant - Steve Smola, Smola Consulting, LLC
- n) Broker of Record Liability Insurance Agency - Haylor, Freyer & Coon
- o) Financial Advisor - Bernard P. Donegan, Inc.
- p) Architecture Firm - Labella Associate, DPC
- q) Medicaid Compliance Officer - **Matt Fitch**
- r) LEA Asbestos Designee - **Mike McClain**
- s) Bond Counsel - Tim McGill Esq.
- t) Dignity Act Coordinators – **Kris VanDuyn**, **Michele Reynolds**, **Lindsay Lazenby**, **Justine Olszewski**, **Theron Chin**, **Cary Burke**, **Eric Jordan**, **Rachel Schading**, **Kaitlin LaFave**, **Calee Prindle**
- u) Civil Rights Compliance Officer - **Jamie Farr**
- v) Integrated Pest Management (IPM) Coordinator - **Mike McClain**
- w) Information Resource for Substance Use Related Services - **Cindy Vanderlee**
- x) Data Privacy Officer - **Dan Bowman**
- y) Chemical Safety Specialists - **Cary Burke**
- z) Data Protection Officer - **Daniel Bowman**
- aa) Point of Contact for State and Local Child Welfare Agencies - **Vernon Tenney**
- bb) Chief Emergency Officer - **Brian Nolan**

9. Payment Rates

the Board of Education authorizes the following payment rates for the 2024-2025 school year:

a) Mileage Reimbursement Rate	IRS Standard Rate
b) Daily Rate for Sub Teacher Non-Certified	\$120
c) Daily Rate for Sub Teacher Certified	\$130
d) Daily Rate for Sub Teacher Preferred	\$135
e) Daily Rate for Sub Teacher Contract	\$140
f) Daily Rate for Retired CA Teacher Contract Sub	\$160
g) Hourly Rate for Tutoring Certified - Non CTA	\$ 34
h) Hourly Rate for Tutoring Non-Certified – Non CTA	\$ 24
i) Hourly Rate for Sub Registered Nurse	\$ 22
j) Hourly Rate for Sub School Bus Driver	\$ 19
k) Hourly Rate for Sub Custodial Worker	\$ 15
l) Hourly Rate for Sub Maintenance	\$ 18
m) Hourly Rate for Sub Contract Registered Nurse	\$ 23
n) Hourly Rate for Sub Bus Monitor	\$ 15
o) Hourly Rate for Sub School Monitor	\$ 15
p) Hourly Rate for Sub Teacher Aid	\$ 15
q) Hourly Rate for Sub Food Service Helper	\$ 15
r) Hourly Rate for Student Helper	\$ 15
s) Ensemble Rehearsal Accompanist	\$ 35 per rehearsal service
t) Ensemble Concert Accompanist	\$ 35 per in school concert performance
u) Ensemble Concert Accompanist	\$100 per evening concert performance
v) Hourly Rate for Lifeguard	\$ 15
w) General Counsel Attorney's Fees	
i. Partner/Senior Associates - \$235/hr	
ii. Associates - \$200-\$230	
iii. Law Clerks - \$160/hr	
iv. Paralegal - \$140/hr	

10. Official Undertakings

authorizes faithful performance and blanket position bond coverage for the 2024-2025 school year, as follows:

- The District Treasurer in the amount of \$2,000,000
- The District Deputy Treasurer in the amount of \$1,000,000
- The District Tax Collector in the amount of \$1,000,000
- The District Claims Auditor in the amount of \$1,000,000
- The Treasurer in the Extra-Classroom Activities Funds and employees associated with the Extra-Classroom Activities in the amount of \$1,000,000 per employee
- The Superintendent of Schools in the amount of \$1,000,000
- The Assistant Superintendent for Business in the amount of \$1,000,000
- The Assistant Superintendent for Personnel and Support Services in the amount of \$1,000,000

11. Approval of Petty Cash Funds

the Board of Education approves the establishment of Petty Cash Funds for the school year 2024-2025, as follows:

<u>Building</u>	<u>Amount</u>
Section V Ticket Sales	\$400

12. Approval of Change Funds

the Board of Education approves the establishment of Change Funds for the 2024-2025 school year, as follows:

<u>Change Fund</u>	<u>Amount</u>
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Cafeteria - four schools	\$450
Primary School - Summer School	\$ 20
Extraclass - Summer School	\$200
District Office	\$100
Visual and Performing Arts	\$ 50

13. School Lunch Prices

participation in the Community Eligibility Program (CEP) which allows all students to receive a free breakfast and lunch. The prices of a second school lunch or an adult lunch for the 2024-2025 school year as follows:

Student breakfast - \$2.25
Additional breakfast - \$2.35
Student lunch K-12 - \$3.25
Additional Entrée - \$3.35
Adult lunch - \$5.15

14. Athletic Event Payments

the Athletic Department for a change in payments beginning in 2024-2025

- Game Supervisor- rate - \$60
- Clock Operator- rate - \$55
- Scorebook Keeper- rate - \$50
- Announcer- rate - \$50
- Live Stream Cameraperson- rate - \$50

This rate is for the first three hours work. If an event is longer than three hours, the employee will receive an additional \$18 per hour.

15. Cooperative Bid

BE IT RESOLVED, that the Board of Education of Canandaigua City School District, does authorize the purchasing agent for Monroe 2-Orleans BOCES, to enter into any and all cooperative bidding ventures conducted during the 2024-2025 school year.

16. CIE Parent Representative

of the following parent representatives to the Council for Instructional Excellence for the 2024-2025 school year:

Dan Swartout, Jeff Burnette, Lisa Garigen, and Jennifer Frary

17. CSE/CPSE Appointments

the Board of Education approves the following parents appointed as parent representatives to the CSE/CPSE to be consistent with NYS Part 200 Regulations and Board Policy:

CPSE Representatives

– Jennifer Callard

CSE Representatives

– Britta Crystal, Jennifer Callard, Rebecca Aikins, and Bethany Wilkins

18. Appointment of Committee on Special Education and Committee on Preschool Special Education

the membership of the Committee on Special Education (CSE), the sub-Committee on Special Education and the Committee on Preschool Special Education (CPSE) for the 2024-2025 school be appointed as follows:

The Committee on Special Education shall include, but not be limited to:

- a) the parents or persons in parental relationship to the student;
- b) not less than one regular education teacher of the student whenever the student is or may be participating in the regular education environment;
- c) not less than one special education teacher of the student, or, if appropriate, not less than one special education provider of the student;
- d) a school psychologist; a representative of the school district who is qualified to provide or supervise special education and who is knowledgeable about the general education curriculum and the availability of resources of the school district, provided that an individual who meets these qualifications may also be the same individual appointed as the special education teacher or the special education provider of the student or the school psychologist. The representative of the school district shall serve as the chairperson of the committee; an individual who can interpret the instructional implications of evaluation results. Such individual may also be the individual appointed as the regular education teacher, the special education teacher or special education provider, the school psychologist, the representative of the school district or a person having knowledge or special expertise regarding the student when such member is determined by the school district to have the knowledge and expertise to fulfill this role on the committee;
- e) a school physician, if specifically requested in writing by the parent of the student or by a member of the school at least 72 hours prior to the meeting;
- f) an additional parent member of a student with a disability residing in the school district or a neighboring school district, provided that the additional parent member may be the parent of a student who has been declassified within a period not to exceed five years or the parent of a student who has graduated within a period not to exceed five years, if specifically requested in writing by the parent of the student, the student or by a member of the committee at least 72 hours prior to the meeting;
- g) other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district or the parent(s) shall designate. The determination of knowledge or special expertise of such person shall be made by the party (parents or school district) who invited the individual to be a member of the committee on special education; and
- h) if appropriate, the student.

The Committee on Preschool Special Education shall include, but not be limited to:

The parents of the preschool child;

- a) not less than one regular education teacher of the child whenever the child is or may be participating in the regular education environment;
- b) not less than one special education teacher of the child, or, if appropriate, not less than one special education provider of the child;
- c) a representative of the school district who is qualified to provide or supervise special education and who is knowledgeable about the general education curriculum and the availability of preschool special education programs and services and other resources of the school district and the municipality. The representative of the school district shall serve as the chairperson of the committee;
- d) an additional parent member of a child with a disability residing in the school district or a neighboring school district and whose child is enrolled in a preschool or elementary level education program, if specifically requested in writing by the parent of the student or by a member of the committee at least 72 hours prior to the meeting;
- e) an individual who can interpret the instructional implications of evaluation results, provided that such individual may also be the individual appointed as the regular education teacher, the special education teacher or special education provider, the school psychologist, the representative of the school district or a person having knowledge or special expertise regarding the student when such member is determined by the school district to have the knowledge and expertise to fulfill this role on the committee;
- f) other persons having knowledge or special expertise regarding the child, including related services personnel as appropriate, as the school district or the parents shall designate. The determination of knowledge or special expertise of such person shall be made by the party (parents or school district) who invited the individual to be a member of the committee on special education;
- g) for a child in transition from early intervention programs and services, at the request of the parent, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child; and

- h) a representative of the municipality of the preschool child’s residence, provided that the attendance of the appointee of the municipality shall not be required for a quorum.

19. CPSE/CSE Chair

The Director of Special Programs request that the Canandaigua City School District’s Board of Education appoint the District’s school psychologists and administrative intern to the role of CPSE/CSE chairperson. In the event that the Director of Special Programs or Assistant Director(s) of Special Programs are unavailable to chair a scheduled CPSE/CSE meeting, the school psychologist or intern will chair in the Director/Assistant Director’s stead. Pursuant to section 200.3 (a) (1)(v) and 200.3 (a)(2)(iv) of the Regulations of the Commissioner of Education, “the representative of the school district, must serve as the Chairperson of the CSE, Subcommittee, and CPSE. The representative of the school district is an individual who is qualified to provide or supervise special education and knowledgeable about the general education curriculum and the availability of resources of the school district.”

- Primary Elementary School- Denise Shimmon, MaryAnne Duncan, and Megan Meyers
- Middle School- Rachael Wendt, James Brenchley
- Middle School/CACC- James Brenchley, Rachel Shading
- High School- Amy Principato and Mandy Dedrick-Gerstner
- Administrative Team- Christine Paige, Jennifer Marafioti, Rachael Schading, Tammy Wood, and Dennis DesRosiers

20. Confirmation of Regular Board Meetings

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. These dates were originally approved on April 15, 2024. July ***1, July 29, August 26, September 9 and 23, 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

21. Standard Work Day

Be it resolved that the Canandaigua City School District, Location code 70008, hereby establishes an eight (8) hour per day standard work day for all its employees with the exception of those listed below. The District will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system or the record of activities maintained.

Title	Standard Work Day (Hours/Day)
Coach - Fall Sports	7.5
Coach - Spring Sports	7.5
Coach - Winter Sports	7.5
Co-Curricular Activity	7.5
Family Services Facilitator	7.5
Occupational Therapist	7.5
Physical Therapist	7.5
Prevention Specialist	7.5
Registered Professional Nurse	7.5
Summer Nurse	7.5
Summer Occupational Therapist	7.5
Summer Physical Therapist	7.5
Teacher Aide	6.0
Receptionist	8.0
Secretary I - 10 Month	8.0
Sub Teacher Aide	6.0
Summer Teacher Aide	6.0
Teacher Aide working as Sub Teacher	6.0
Typist- Full Time - 10 Months	8.0

Typist- Part Time - 10 Months	8.0
Full-Route Bus Driver	6.0
Partial-Route Bus Driver	6.0
Bus Driver Trainer	6.0
Student Helper	8.0

22. ACA Measurement - Coaches and Assistant Coaches

BE IT RESOLVED, that the Board hereby determines that the standardized, average number of hours of service for assistant coaches, who are paid on a non-hourly basis, based on a fixed salary or stipend for each season, solely for the purpose of reporting under the Affordable Care Act, shall be deemed to be as follows:

- Fall Season: 165 hours
- Winter Season: 206 hours
- Spring Season: 165 hours

The Superintendent of Schools, and the Superintendent’s designee(s), are authorized to use any reasonable method to allocate the number of hours of service for each calendar month during each season.

23. ACA Measurement - Accompanists

BE IT RESOLVED, that the Board hereby determines that the standardized, average number of hours of service for accompanists, who are paid on a non-hourly basis, based on a fixed salary or stipend for each season, solely for the purpose of reporting under the Affordable Care Act, shall be deemed to be as follows:

	<u>Rehearsal</u>	<u>Performance</u>	<u>NYSSMA</u>	<u>Estimated Hours*</u>
September	4	0	0	2.33
October	10	0	0	5.83
November	12	5	0	14.50
December	12	6	0	16.00
January	8	0	0	4.67
February	12	2	0	10.00
March	12	3	20	24.83
April	15	1	20	23.58
May	15	3	0	13.25
June	15	7	0	19.25

**Total estimated hours split amongst at least three different accompanists.*

24. Code of Conduct

the Board of Education re-adopts Code of Conduct for the 2024-2025 school year.

25. Professional Learning Plan

the Professional Learning Plan for the Canandaigua City School District for the 2024-2025 school year. Additional information is included as an attachment.

26. Instructional Technology Plan

the Instructional Technology Plan for the Canandaigua City School District for the 2024-2025 school year. Additional information is included as an attachment.

27. Multi-Tiered System of Supports (MTSS)

the Superintendent recommends that the Board of Education re-adopt the Multi-Tiered System of Supports (MTSS) for 2024-2025.

28. District Safety Plan

the Board of Education re-adopts the District Safety Plan for 2024-2025 school year.

29. Chemical Hygiene Plan

the Board of Education approves the District Chemical Hygiene Plan for the 2024-2025 school year as listed as an attachment and will be filed in the Supplemental Minutes File.

30. Preferred Vendors

Preferred Vendor status can be used in rare cases where a particular vendor provides exceptional value to the District but does not meet competitive bidding requirements or criteria for other exceptions outlined in the Purchasing Guidebook. Those seeking to obtain approval of a Preferred Vendor must demonstrate how it provides exceptional value by completing a Preferred Vendor Justification Letter and a 4070R Worksheet for the items/services most commonly purchased from that vendor. These documents are subject to review by the Business Office prior to submission to the Board of Education for approval.

Preferred Vendors for 2024-2025:

Baxter Piano, Bus Parts Warehouse, Canandaigua Civic Center, Cummins Sales and Service, JW Pepper, Mobile Music, Riddell Sports, Roseland Bowl, and Ski Bristol Mountain, Eagle Gymnastics, Overdrive Inc.

End of Appointments, Designations and Authorizations

Resolution Authorizing Issuance of Notes and Bonds

Upon a motion made by Mr. Johnson, seconded by Ms. Tessendorf, and with all present voting yes, the Board of Education approved the appointments, designations and authorizations.

APPROVED: ISSUANCE OF NOTES AND BONDS

A RESOLUTION CLARIFYING THE PROCEDURE FOR THE AUTHORIZATION OF THE ISSUANCE OF, AND THE EXECUTION OF, BOND ANTICIPATION NOTES, REVENUE ANTICIPATION NOTES AND TAX ANTICIPATION NOTES, OF THE CITY SCHOOL DISTRICT OF THE CITY OF CANANDAIGUA, ONTARIO COUNTY, NEW YORK.

BE IT RESOLVED, by the Board of Education of the Canandaigua City School District of the City of Canandaigua, Ontario County, New York, as follows:

Section 1. Whenever the President of the Board of Education of the Canandaigua City School District of the City of Canandaigua, Ontario County, New York, is absent and/or is unable to exercise any powers or duties heretofore delegated to him or her by this Board of Education pertaining or incidental to the authorization of the issuance of bond anticipation notes, revenue anticipation notes and tax anticipation notes of said School District or renewals thereof, such powers and duties shall be deemed to have been delegated to the Vice-President of said Board of Education who shall have been selected in the manner provided by subdivision 1 of Section 2504 of the Education Law.

Section 2. The School District Clerk is hereby authorized to execute any of the notes described in Section 1 hereof as if he or she were the President or Vice-President of the Board of Education of said School District acting as the chief fiscal officer of said School District and the signature of the President or the Vice-President of the Board of Education of said School District on any such notes shall not be required.

Section 3. It is hereby determined that the office of the School District Clerk and the office of the Clerk of the School Board (Board of Education), if any, of said School District are one and the same and that henceforth

such office shall be known as the office of the School District Clerk and holder of such office shall be known as the School District Clerk and that whenever any law requires action by the “Clerk of the School Board”, the “School Board Clerk” or the “Clerk of the Board of Education” such action shall be performed on behalf of said School District by its School District Clerk.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution will be a vote on roll call as follows:

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

End of Reorganizational Agenda

Consensus Agenda

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

APPROVED: CONSENSUS AGENDA

Business & District Items

1. Agreements/ Contracts

an agreement with Upstate Music Therapy LLC to provide music therapy students per student IEPs from July 1, 2024-June 30, 2025

an agreement with Lindsay Data Systems to assist the district with software development and maintenance of various student dashboard systems for the 2024-2025 school year.

an agreement with The Rochester School of the Holy Childhood, Inc. for music therapy services per student(s) IEP from July 8, 2024-August 16, 2024.

2. Surplus Books

of Mrs. Emily Bonadonna, Primary School Principal, to declare as surplus items the list of library books.

3. 2023-2024 Reserve Plan

approval of the 2023-2024 Reserve Plan.

4. Field Placement

of Ms. Kris VanDuyne, Interim Middle School Principal, recommends:

- Leyton DeMeo, Hobart William Smith with Joe Sabbour- September 6-December 6, 2024

5. Textbook Adoption- Initial Approval

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

- AP US Government and Politics: *American Government: Stories of a Nation*

6. Recommendations of the Committee on Special Education

of the Committee on Special Education meeting dates of: January 26, 29, February 27, March 1, 4, 5, 6, 11, 12, 13, 18, 19, 20, 21, 22, 26, 28, April 1, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, May 2, 3, 6, 7, 8, 9, 10, 13, 14, 20, 21, 22, 24, 28, 29, 30, June 3, 4, 5, 6, 7, 10, 11, 12, and 13.

Personnel

1. Non-Instructional Personnel

A. 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 Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Barbara Newtown	Teacher Aide, Middle School	8/15/2024	25

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Jacqui Tessena	School RN	Resignation	6/30/2024
Emma Mincer	Teacher Aide	Resignation	8/16/2024
Martha O'Donnell	Typist, FT-12 Mo.	Resignation in order to accept new position in the District	6/30/2024
Eileen Hulme	Typist, FT-12 Mo.	Resignation in order to accept new position in the District	6/30/2024
Aimee Bennett	Typist, FT-12 Mo.	Resignation in order to accept new position in the District	6/30/2024
Jenna Sutton	Typist, FT-12 Mo.	Resignation in order to accept new position in the District	6/30/2024
Rosa Oliveri	Teacher Aide	Resignation	6/25/2024

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Deborah Mayo	School Bus Monitor	6/20/2024	\$15.07/hr.
Melinda Blaisdell Goodman	Substitute RN	7/1/2024	\$22.00/hr.
Brock Davies	Custodian, Night Supervising	6/28/2024	\$19.33/hr.
William Bement	School Bus Driver	9/3/2024	\$24.91/hr.
Taylor Meade	School Bus Driver	9/3/2024	\$24.91/hr.
Keith Young	School Bus Driver	9/3/2024	\$24.91/hr.
Jacqui Tessena	Substitute RN	7/1/2024	\$22.00/hr.
Lacreasha Cook	Typist, FT 12-Mo.	7/1/2024	\$16.13/hr.
Martha O'Donnell	Secretary I	7/1/2024	\$18.40/hr.
Eileen Hulme	Secretary I	7/1/2024	\$18.40/hr.
Aimee Bennett	Secretary I	7/1/2024	\$18.40/hr.
Jenna Sutton	Secretary I	7/1/2024	\$18.40/hr.
Sara Scharr	Teacher Aide	9/3/2024	\$15.35/hr.

D. Special Programs Extended School Year

for the ESY Special Programs Summer School Program at 2024-2025 rates in accordance with contract:

Heather Gustafson
Sandra Fritz
Donna Mitchell
Tracey Donnellan
Jessica Greening
Donna Mitchell
Ellen Scharf
Jaime Shelters

E. Canandaigua Middle School Summer Program

for the CMS Summer School Program at 2024-2025 rates in accordance with contract:

Jaime Snell, Teacher Aide
Barb Newtown, Teacher Aide
Betsy Taylor, Teacher Aide
Josh Catlin, Student Helper
Aidan Johnson, Student Helper
Jack Johnson, Student Helper
Fiona Ross-McGuire, Student Helper
Macy Schneckenburger, Student Helper
Betsy Taylor, Teacher Aide (Nurses Office)

F. Summer Positions

for the Summer positions at 2024-2025 rates in accordance with contract:

Cindy Johnston, Teacher Aide (Nurses Office)
Christine Palmer, Sub RN

G. Individual Contracts

for the Superintendent to have approval from the Board of Education to allow the Superintendent and the Board President to finalize the following individual contracts:

Jill Ehrlinger, Claims Auditor
Matthew Schrage, Assistant Superintendent of Instruction
Linda Eames, Secretary to Assistant Superintendent of Business
Barbara Samatulski, Bus Dispatcher
Jamie Farr, Superintendent

2. Instructional Personnel

A. Resignation

1. of Byungmoon Cho, Physics Teacher at the Academy, has resigned from the District effective June 30, 2024.
2. of Olivia Lobo, Art Teacher at the Primary School, has resigned from the District effective June 30, 2024.
3. of Kristine VanDuyne, Director of Professional Development, in order to accept another position in 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. of **Courtney Paris** received her Bachelor's degree in Inclusive Childhood Education from SUNY Cortland. Ms. Paris is appointed to a 1.0 FTE 4-year probationary Elementary Education Teacher with a tenure area of Elementary effective September 1, 2024.
2. of **Mary Dobreski** earned her Bachelor's and Master's degrees in Childhood Education from SUNY Potsdam. Ms. Dobreski is appointed to a 1.0 FTE, non-tenured, Long-Term Substitute Elementary Teacher for the 2024-2025 school year.
3. of **Kristine VanDuyne** will be appointed to a 1.0 FTE, 4-year probationary Principal position with a tenure area of Principal effective July 1, 2024. Ms. VanDuyne has worked for the District since 2004 in multiple positions including a Social Studies Teacher, Curriculum Area Lead Teacher for Social Studies, Dean of Students at the Academy, Assistant Principal for the Coordination of Federal Stimulus Funded Activities, Director of Professional Development, and currently as Interim Principal at the Middle School.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Courtney Paris	Childhood Ed Grades 1-6; Students w/ Disabilities Grades 1-6	9/1/2024	Step 1	4 year
Mary Dobreski	Childhood Ed Grades 1-6; Early Childhood Ed Grades B-2	9/1/2024-6/30/2025	Step 1	N/A
Kristine VanDuyne	SBL; SDL; Social Studies 7-12	7/1/2024	Per Contract	4 year

4. Special Programs Extended School Year

for the ESY Special Programs Summer Program at rates in accordance with contract:

Amy Vaughn
Courtney Lomber
Sam Marren
Matt Ross-McGuire

5. Summer Reading and Math Program

for the Summer Reading and Math Program at rates in accordance with contract:

Marre Benoit, Summer Teacher Leader

6. Canandaigua Middle School Summer Program

for the CMS Summer School Program at rates in accordance with contract

McKenna Bunting
Dale Carrigan
Haley Carrigan
Jackie Corbett
Brian Crnkovich
Tedra Gerstner
Shane Driffill
Shay Juliano
Ally Murray
Maria Wade
Deb VanDeMortal
Katie Reaves
Sally McKenna
Hannah Godfrey
Casey Gross
Josh Catlin

C. Non-Certified Substitute Teachers

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:

William Martin

End of Consensus Agenda

Brick Veneer- 5262 Parkside Drive

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

APPROVED: VOTING ON BRICK VENEER

Based upon bids that were received for the Canandaigua Brick Veneer for 5262 Parkside Drive. Opening of bids was held on June 21, 2024:

Contractor: Weckesser Brick Co., Inc.
Base Bid: \$60,017.32

The Assistant Superintendent for Personnel and Support Services recommends that the Board of Education award the contract for Brick Veneer as follows:

Contract: Weckesser Brick Co., Inc. \$60,017.32

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

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

Adjournment

Upon a motion made by Mr. Johnson, seconded Mrs. Personale, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 8:07 a.m. The next Regular meeting will be on July 29, 2024 at the Operations Center.

Respectfully submitted,

Deborah Sundlov
District Clerk

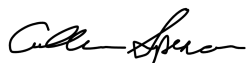
Treasurer's Report
Cafeteria
June 1 - June 30, 2024

Balance Forward:	June 1, 2024	951,421.20
Receipts		
	Meal Claims	194,946.00
	Prior month in-transit adj	
	Cafeteria Deposits - Sent by School Café	2,986.89
	Cafeteria Deposits - Sent by D.O.	
	Account Deposits - Online	8,866.25
	Refunds	
	Commissions	1,020.33
	Local Foods Grant	
	Rebates	
	Federal ARP Equipment Grant	
	Donation	
	Invoices	2,264.31
	Interest	1,523.13
		211,606.91
	Total Receipts	
Disbursements		
	Warrant	(46,187.74)
	Sales Tax	
	Xfer to General	
	Payroll 6/15/24	(36,093.09)
	Payroll 6/28/24	(32,745.08)
		(115,025.91)
	Total Disbursements	
Balance on Hand:	June 30, 2024	\$ 1,048,002.20

Bank Reconciliation

Bank Statement			
	CNB 5115	0.03%	694,643.58
	CNB Paypal	0.00%	-
	NYCLASS 0010		353,378.62
	Deposit in transit (Café Deposit)		24.00
	Deposit in transit (from General)		(44.00)
	Outstanding Checks		(44.00)
	Reconciled Balance		\$ 1,048,002.20

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

Treasurer's Report
Capital Savings
June 1 - June 30, 2024

Balance Forward: June 1, 2024 2,599,160.63

Receipts

Receipts		
Xfer from Capital Checking CNB	3.51	
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	4,743.78	
Total Receipts		4,747.29

Disbursements

Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation	(2,564,848.67)	
Due to DS		
Total Disbursements		(2,564,848.67)

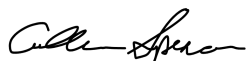
Balance on Hand: May 31, 2024 \$ 39,059.25

Bank Reconciliation

Bank Statement CNB 2223	0.03%	39,059.25
Bank Statement NYCLASS		-
Xfer in transit (to Capital Checking)		

Reconciled Balance \$ 39,059.25

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

Treasurer's Report
Capital Now
June 1 - June 30, 2024

Balance Forward: June 1, 2024 743,072.48

Receipts

Loan from General for Asset Preservation		
Loan from General for Bus Purchase		
Insurance Proceeds for Academy Gym Floor		
Smart Schools Bond		
Xfer from BAN Proceeds for Asset Preservation	2,564,848.67	
Xfer from General	97,392.25	
Refund - Hanover		
Interest		
Total Receipts		2,662,240.92

Disbursements

Warrant	(2,836,072.72)	
Xfer to Capital Savings	(3.51)	
Prior month correction		
Due to DS		
Xfer to General for BAN payoff	(502,028.75)	
Total Disbursements		(3,338,104.98)

Balance on Hand: June 30, 2024 \$ 67,208.42

Bank Reconciliation

Bank Statement	CNB 5645	-
	Chase 1109	2,496,282.93
Xfer to general in transit		(5,330.00)
Outstanding Checks		(2,423,744.51)
Reconciled Balance		<u><u>\$ 67,208.42</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

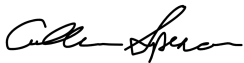
Treasurer's Report
Debt Service
June 1 - June 30, 2024

Balance Forward:	June 1, 2024		1,145,736.07
Receipts			
	Due from Capital		
	BAN Premium		
	Interest - CD	2,509.57	
	Interest - Checking	108.15	
	Total Receipts	<hr/>	2,617.72
Disbursements			
	Xfer to General	-	
	Total Disbursements	<hr/>	-
Balance on Hand:	June 30, 2024		<hr/> \$ 1,148,353.79 <hr/>

Bank Reconciliation

Bank Statement	CNB 7123	565,596.53
Bank Statement	CD 7700	582,757.26
Deposit in transit (refund of CNB wire fee)		
	Reconciled Balance	<hr/> \$ 1,148,353.79 <hr/>

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

Treasurer's Report
Federal
June 1 - June 30, 2024

Balance Forward: June 1, 2024 1,045,614.76

Receipts

IDEA 611
IDEA 619
ARP-IDEA 611
ARP-IDEA 619
Federal COVID Stimulus - CRRSA
Federal COVID Stimulus - ARPA
Summer 4408 (ESY)
Title IA
Title III ENL
Title IIIA
Title IV
Title IIA
UPK
UPK - ARPA
Healthcare Workers Bonus

Total Receipts

-

Disbursements

Warrant - Checks (32,708.14)
Warrant - ACH (29,200.00)
Due to General
PR Adjustments
XFER to Gen for interfund loan paydown
PR 6-15 (117,829.51)
PR 6-30 (374,761.43)

Total Disbursements

(554,499.08)

Balance on Hand: June 30, 2024

\$ 491,115.68

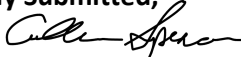
Bank Reconciliation

Bank Statement	Chase 1117	0.00%	501,823.82
Outstanding Checks			(10,708.14)
Deposit in transit (xfer from Gen Muni)			

Reconciled Balance

\$ 491,115.68

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

Treasurer's Report
General Muni
June 1 - June 30, 2024

Balance Forward:	June 1, 2024	39,899,203.60
Receipts		
	STAR	
	Gen Aid	967,157.69
	VLT	
	Excess Cost Aid	874,685.70
	Nonresident Homeless Aid	
	Commercial Gaming grant	
	Instructional Materials Aid	
	Summer Sch 4408	
	Retiree Health ACH	
	MCD	
	Ch. 47/66/721	
	IB Exam Waivers	
	Misc	
	Xfer from Gen Paypal	
	Xfer from Leadership for PSAT Proctors	
	Xfer from Gen Now/Tax Coll	
	Xfer from Cafeteria	
	E-rate	
	Chromebook sales	
	Interest	110,542.43
	Total Receipts	1,952,385.82

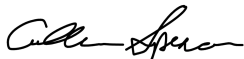
Disbursements		
	Xfer to General Now	(17,407,252.94)
	Xfer to VEBA	
	Xfer to Deductions for Retiree 403B payout	
	Xfer to Cafeteria	
	Xfer to Capital for Bus purchase	
	Total Disbursements	(17,407,252.94)

Balance on Hand:	June 30, 2024	<u>\$ 24,444,336.48</u>
-------------------------	----------------------	--------------------------------

Bank Reconciliation

Bank Statement	CNB 4323	278,402.57
	NYCLASS 01-1165-0006	85.95
	CNB CD 3476	5,667,893.16
	CNB CD 7795	
	CNB CD 7993	
	CNB CD 9345	6,223,704.47
	CNB CD 1006	5,368,057.32
	CNB CD 1174	
	CNB CD 0854	7,438,022.01
	CNB CD 7168	-
	CNB CD 2894	
	In-transit (Xfer to Gen Now)	(531,829.00)
	In-transit (Xfer to Fed)	
	In-transit (IDEA and ARP-ESSER Deposits)	
	In-transit (Xfer to Cafe)	
	Reconciled Balance	<u>\$ 24,444,336.48</u>

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

Treasurer's Report
General Now
June 1 - June 30, 2024

Balance Forward: June 1, 2024 15,843,464.02

Receipts

Tax Collections		
County Prior Year Taxes	270,010.68	
County Tax Penalty	18,905.77	
Invoices	4,438.96	
City Prior Year Taxes	4,474.39	
City Tax Penalty	458.17	
PILOT		
BOCES		
Refunds	314.00	
Student Fees	11,395.44	
Donations		
Insurance Recovery		
E-rates		
Misc	33.60	
Scrap	180.00	
Revtrak Chromebook/iPad sales	3,900.01	
Xfer from Gen Muni	17,407,252.94	
Payroll Xfers from Café	68,838.17	
Payroll Xfers from Federal	492,590.94	
Xfer from Capital	502,028.75	
ACH return		
Retiree Health ACH		
ERS Accepted Adj		
Interest	3,290.18	
Total Receipts	18,788,112.00	

Disbursements

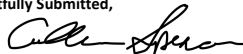
A/P Warrants	(805,230.47)	
Payroll Deductions Warrants	(7,447,928.79)	
Add back non-cash deduction payments:		
Employee Health Deductions	108,529.20	
Employee Dental Deductions	12,372.09	
Employee fines (Deduction code DISTR)	933.34	
Variance for PR Checks 29226 and 195095 void errors	(1,814.77)	
Xfer to Leadership		
Health Insurance Wire	(1,073,605.84)	
ERS Annual Invoice		
Xfer to Capital	(97,392.25)	
ERS Accepted Adj	(112.20)	
Omni TSA Non-elective Contributions (ER)	(1,980.39)	
VEBA Cash Balance xfer to BRI		
BAN Principal	(2,622,028.75)	
BAN Interest	(1,167,975.00)	
H S A Fundings	(410.00)	
Xfer to Gen Muni		
Bond Interest	(553,993.75)	
Bond Principal	(3,335,000.00)	
Check Print Postage	(78.44)	
Total Disbursements	(16,985,716.02)	

Balance on Hand: June 30, 2024 **\$ 17,645,860.00**

Bank Reconciliation

Bank Statement		
CNB 9172	2,274,314.36	
Tax Collection 6026	-	
Chase Lockbox 6841	1,348,304.10	
CNB 3427	-	
Chase Treasuries	13,997,501.07	
Outstanding Checks	(491,753.07)	
Deposit in-transit (from Gen Muni)	531,829.00	
Xfer in-transit (from Cafeteria)	(24.00)	
Charge in-transit (Payroll ERS)	(23,578.47)	
Refund in transit (Stop pmt fee)	37.00	
Xfer in-transit (from Leadership)	3,900.01	
Xfer in-transit - from Capital	5,330.00	
Reconciled Balance	\$ 17,645,860.00	

Respectfully Submitted,



Cullen Spencer, District Treasurer
7/23/2024

Reviewed by: _____

Treasurer's Report
Leadership
June 1 - June 30, 2024

Balance Forward: June 1, 2024 \$ 99,953.47
Receipts

Vanco RevTrak Revenue		
Xfer from Extracurricular		
Interest	256.86	
Xfer from General Now		
Xfer from Deductions		
Cash Receipt Query Attached	1,515.10	
Total Receipts		1,771.96

Disbursements

Warrant		(9,410.01)
NSF Check		
FNBO Credit Card	(235.25)	
Xfer to Extracurricular	(6,494.02)	
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Trust Memorial		
Write-off NSF check #500 (Crockton)		
Total Disbursements		(16,139.28)

Balance on Hand: June 30, 2024 \$ 85,586.15

Bank Reconciliation

Bank Statement CNB 4762		44,584.61
Bank Statement NYCLASS 0009		59,884.81
Less Outstanding Checks		(8,803.24)
Deposit in-transit (Revtrak)		40.00
Deposit in-transit (Stop payment fee)		148.00
Xfer in-transit (to XC)		(6,368.02)
Xfer in-transit (to Gen)		(3,900.01)
Reconciled Balance		<u><u>\$ 85,586.15</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

Treasurer's Report
Payroll
May 1 - May 31, 2024

Balance Forward: May 1, 2024 11,811.01

Receipts

Xfer from Gen Now
ACH Return
Payroll adjustments
Voided Checks
Interest

0.39

Total Receipts

0.39

Disbursements

Adj for negative PR checks
Xfer to General Now

645.36

Total Disbursements

645.36

Balance on Hand: May 31, 2024

\$ 12,456.76

Bank Reconciliation

Bank Statement CNB 7815 0.03%
Outstanding Checks
Deposit in transit - Stop payment fee refund
Small balance adj

15,095.87

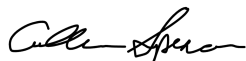
(2,750.11)

111.00

Reconciled Balance

\$ 12,456.76

Respectfully Submitted,



**Cullen Spencer, Treasurer
7/23/2024**

Reviewed by: _____

Treasurer's Report
Trust Memorial
June 1 - June 30, 2024

Balance Forward: June 1, 2024 389,035.27

Receipts

Dividends		
Academy Trust		
Sara Shenkman	19.78	
Donations/Contributions	1,000.00	
Investment Results	32,154.42	
Stale-Dated Check write-offs		
Xfer from Leadership		
Interest	0.54	
		<hr/>
Total Receipts		33,174.74

Disbursements

Warrant	(35,649.83)	
Void Warrant		
Xfer to Extracurricular		
Investment Results		
Due to Extra Curricular		
		<hr/>
Total Disbursements		(35,649.83)

Balance on Hand: June 30, 2024 \$ 386,560.18

Bank Reconciliation

Bank Statement CNB Invest	381,867.57	
Bank Statement CNB 6516	14,438.44	
Less Outstanding Checks	(9,819.83)	
Deposit in transit (Stop payment fee refund)	74.00	
		<hr/>
Reconciled Balance		<u><u>\$ 386,560.18</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
7/23/2024

Reviewed by: _____

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 Football

Destination:

Camp Stella Maris, Livonia, New York
4395 East Lake Road, Livonia, NY 14487

Departure Date and Approximate Time:

August 30 - 10 am

Return Date and Approximate Time:

August 31 - 4 pm

Number of Students Expected to Attend:

90 football student athletes

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

10 football coaches will be with the athletes to supervise daily

Cost per student	
Package Amount	No Cost
<i>or</i> Breakdown Amount	
Travel	
Lodging	
Meals	
Breakfast	Included
Lunch	Included
Dinner	Included
Other (<i>Explanation</i>)	
Cost of Trip Per Student	
<i>Less Club Contribution</i>	
<i>Less Expected Fundraising</i>	
Final Cost to Student	\$0

Expenses will be covered by the Canandaigua Football Boosters

Request for Overnight Field Trip

Mode of Transportation (include bus service / airline):

2 maybe 3 Busses provided by the Canandaigua City School District

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

Camp Stella Maris 4395 E Lake Rd, Livonia, NY 14487

Refund policy/ Insurance or other recoup options:

N/A

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

The football program travels to Camp Stella Maris annually and participates in this as a team bonding activity.

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

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

Request for Overnight Field Trip

Jeff Welch
Name (print) of Trip Coordinator

Signature of Trip Coordinator

5/2/24
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:

(Initial) AWC

(Final) AWC

Director Of Transportation:

(Initial) [Signature]

(Final) ~~[Signature]~~

ASI:

(Initial) _____

(Final) _____

Superintendent:

(Initial) [Signature]

(Final) [Signature]

Board of Education:

(Initial) 6/10/2024
DS

(Final) _____

Request for Overnight Field Trip

STELLA MARIS TRIP ITINERARY

FRIDAY 8-30

<u>TIME</u>	<u>SESSION</u>
<u>9:00 AM</u>	<u>PRACTICE @ ACADEMY</u>
<u>11:00 AM</u>	<u>LUNCH ON OWN</u>
<u>12:15 PM</u>	<u>BUS DEPARTS FOR STELLA MARIS</u>
<u>1:00 PM</u>	<u>MEETING / TOUR /GO TO BUNKS</u>
<u>2:00 PM</u>	<u>PRACTICE</u>
<u>3:30 PM</u>	<u>OFF</u>
<u>4:30 PM</u>	<u>MEETING</u>
<u>5:00 PM</u>	<u>PRACTICE</u>
<u>6:45 PM</u>	<u>DINNER</u>
<u>10::30 PM</u>	<u>LIGHTS OUT</u>

Request for Overnight Field Trip

SATURDAY 8-31

<u>TIME</u>	<u>SESSION</u>
<u>6:15 AM</u>	<u>BREAKFAST</u>
<u>7:00 AM</u>	<u>MEETING - OFFENSE</u>
<u>7:30 AM</u>	<u>PRACTICE - OFFENSE</u>
<u>9:30 AM</u>	<u>OFF</u>
<u>10:40 AM</u>	<u>MEETING</u>
<u>11:00 AM</u>	<u>PRACTICE</u>
<u>12:30 PM</u>	<u>LUNCH / CLEAN CABINS</u>
<u>2:00 PM</u>	<u>BUS DEPARTS FOR ACADEMY</u>

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. **Canandaigua Football will be attending Camp Stella Maris in Livonia**

Enclosed you will find the following important forms that must be completed and RETURNED by August 28, 2024:

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

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

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

There is no payment for this trip

Attachment 1 – Tentative Itinerary

Accommodations:

Camp Stella Maris

Restaurants:

None

Travel/Motor Coach:

Bus provided by school

Chaperone Contact Information:

Jeff Welch 607-227-5566

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 8/30-8/31

Class/Group Canandaigua Football

Teacher/Supervisor **Jeff Welch**

Trip Destination Camp Stella Maris Livonia

Other Planned Stops None

Planned Departure Time Planned Return Time: See Itinerary

Departing From Canandaigua Academy Returning To Canandaigua Academy

Additional

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

To be completed by parent:

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

_____ on _____.
Location Date(s)

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

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

Name _____

Address _____

Telephone _____ Alternate number _____

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

Name _____

Address _____

Telephone _____ Alternate number _____

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

I agree to abide by all school rules and policies.

Signature of Parent/Guardian Date

Signature of Student Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date 8/26

Date of trip: 8/30- 8/31

Hotel: Camp Stella Maris

Costs: At this point all deposits should be collected and only spending money will be necessary: None

Room Assignments

Rules/Behavior

Students with Medication

Other:

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Stella Maris 8/30-8/31

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

Re: Medication for Trip

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

- All medications require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by 8/28.
- 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, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- 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.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at 396-3820 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
- Breathing or lung problems
- Diabetes
- Bones or Joints
- Asthma
- Cardiac (Heart) problems
- Seizure disorder
- Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

MEDICATIONS: If your child already has a health care provider's note on file, you do not need to have the following verified by the health care provider. If you do not, you must have your health care provider sign at the bottom giving your child permission to take medicine on the trip. All medication except authorized self-carry inhalers, epinephrine auto injectors, diabetes supplies, or other emergency 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)

- Inhaler, Epi Pen, insulin/glucagon/diabetic supplies 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 Oct 2017

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

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

Parent Signature

Date

Student Signature
CANANDAIGUA TBD
Trip

Date

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

1. Drugs, Alcohol and Tobacco

The students of **Canandaigua Football** 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 8/30 and return to Canandaigua on 8/31** 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 at Stella Maris 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. **Livonia** 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 **Livonia** allows for little free time. Students must stay together in groups of at least three people (with at least one person with a cell phone) for their own safety and must remain in the areas designated by the chaperones and tour guides. You may not fully appreciate how large **TBD** is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

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

6. Serious Infractions of Any of the Rules

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

7. Theft and Loss of Personal Items

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

8. Parent/Guardian Signature

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

Student Signature

Date

Parent/Guardian Signature

Date

Attachment 8

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Comments: _____

General Trip Tips

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

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
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.

COVER SHEET - Required for Initial Approval
Please type into bold areas below - BE AS DETAILED AS POSSIBLE

Request for an Overnight Field Trip

- Please complete this form in detail and attached accompanying documents
 - 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 pre approval by the Superintendent
 - Should you have any questions regarding proper completion of the forms, please see your immediate Supervisor for assistance
-

Name of Group/Club, including building and grade level:

Canandaigua Varsity Fall Cheerleaders

Summary of Trip:

UCA Cheer Camp

Name of Trip Coordinator:

Marlese Thompson/Maralee Taft, Coaches

Trip Coordinators Email:

thompson41809@yahoo.com

maraleet5160@gmail.com

Trip Coordinators Phone Number:

Marlese Thompson (585) 737-8024

Maralee Taft (585) 737-6163

Destination of Field Trip:

Pine Forest Cheerleading Camp - Trails End, Honesdale, PA

Departure Date and Approximate Departure Time:

8/27/24 - 7:30-8:00am

Return Date and Approximate Return Time:

8/30/24 - 4:30-5:00pm

Number of Students Expected to Attend:

18-20

Number of Chaperones:

2

Mode of Transportation:

Niagara Scenic Tours - 2926 Lakeville Road, Avon, NY 14414

Canandaigua City School District Overnight Field Trip Approval

Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

- To Complete: Cover Sheet including cost per student
- Submit proposed fundraising:
 - Typical overnight trips in which families will incur a cost should have at least one fundraising event to help families offset costs
 - The 8th Grade Trip and the Senior Trip should have one fundraising event per year, leading up to the trip to help families offset costs (6, 7, and 8th grade for the 8th grade trip) and 9, 10,11, 12th grade for the senior trip. Funding proceeds should be combined for all students to offset the costs

Documents for Final Approval - Submit to your Supervisor for BOE Approval

To be complete at least one month prior to the field trip

- Must submit: Parent Meeting and Parent Letter Information
- Must submit: A full detailed itinerary of the trip
- Any updates to the Initial Cover Sheet and student costs- use the initial request form that was returned

Documents for Distribution to Families - Distributed by the Advisor/ Coach/ Teacher

Send out between one month and two weeks prior to the field trip

Please work with the school nurses on the medical forms

- Field Trip Permission Form and Behavior Guidelines- Can be sent via ParentSquare
- Emergency Medical Information Form (Work to update through School Nurses)
- Medicine Form (Update with Nurses)
- To Review: Field Trip Directions, Trip Tips, and Chaperone Responsibilities

Office Use Only

Principal/ AD/ Supervisor	(Initial) <u>CC</u>	(Final) <u>CC</u>
Director of Transportation	(Initial) <u>DS</u>	(Final) <u>DS</u>
Assistant Superintendent for Instruction:	(Initial) _____	(Final) _____
Superintendent:	(Initial) <u>DS</u>	(Final) <u>DS</u>
Board of Education:	(Initial) <u>6/10/2024 DS</u>	(Final) _____

Accommodations:

Pine Forest Cheerleading Camp at Trails End (UCA Camp)
100 Trails End Road, Beach Lake, PA 18405
(570) 729-7111 - www.cheerleadingcamps.com

Refund Policy/ Insurance Information:

You can pay the day you arrive at camp.
Deposit \$ 100 - Booster Club, per athlete

Below, please provide details of how your trip connects to your content area, program, or activity. Please include the educational outcomes that students will gain from the experience.

The CA Varsity Cheerleaders would like to attend UCA's (Universal Cheerleader Association) - Pine Forest Cheer Camp in PA again this year. Our athletes and coaches continue to benefit from the instruction and knowledge that are reinforced during this personalized 4 day camp experience. Athletes can advance their partner stunting skills with instruction from UCA trained instructors who demonstrate all skills (beginner-advanced). New skills training/support/safety and rule changes will be explained in the continuing education classes for coaches. *The majority of the camp staff are current or former college cheerleaders, coaches, judges and national competitors from around the country.

Attach or copy/paste a detailed Itinerary Below

See UCA's 4 Day Camp Brochure

[Click here for the itinerary](#)

Cost per Student	
Package Amount \$ 11,278	Total per student = \$ 563.90
Or Breakdown Amount - Price per Student	
Travel/ Transportation	233.90
Lodging / Camp Meals	330.00
Other Expenses (2x Lunch - Bus)	20.00
Cost of Trip per Student	
Less Club Contribution	- 438.90
Less Expected Fundraising	-

Final Cost to Student	= \$ 145.00
-----------------------	-------------

For meals on their own, money will be collected and then distributed back to students. Please print and sign this form once it is completed, and send it to your direct Supervisor (Building Principal, Athletic Director, Supervisor) for approval.

Marlese Thompson/Maralee Taft
Name of Trip Coordinator

Marlese P. Thompson / Maralee V. Taft
Signature of Trip Coordinator

6/7/24

General Trip Tips - Review Initially

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9. **PACK:**
 - No Jewelry
 - One suitcase to place 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. Camp Wear
 - A cell phone or watch. It is critical that you are always **ON TIME!**
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Board of Education Goals 2024-2025

1. Strengthen board relationships
2. Increase visibility in our buildings
3. Carefully monitor mental health initiatives, supports, and outcomes
4. Plan for the next Capital Project

Approved:



Board Committees 2024-2025

Audit/Finance Committee

Milton Johnson, Chair
Jen Schneider
Jenny Tessendorf

Community Members:
Joe Delforte
Christine Palace-Neiningering

Administrators: Matt Fitch
 Jamie Farr

Minute Taker: Cullen Spencer

Meeting Frequency: monthly;
bi-weekly or weekly during budget season
Meeting Time: Fridays, 7 a.m.

Policy Committee

Beth Thomas, Chair
Jeanie Grimm
Megan Personale

Administrator: Jamie Farr

Minute Taker: Deb Sundlov
Meeting Frequency: monthly

Meeting Time: school hours-Wednesdays

Site Committee

John Polimeni, Chair
Amy Calabrese
Julianne Miller

Community Member:
Chris Keys

Administrators: Brian Nolan
 Mike McClain
 Jamie Farr

Minute Taker: Brian Nolan
Meeting Frequency: meetings as needed
Meeting Time: 4 p.m.



District & Other Committees 2024-2025

*Please note that only one board member is needed but two are welcome!
If you can't make a committee meeting, please ensure the other board member can.
If neither can, please ask another board member.*

Character Education (CEC)

Administrators: Justine Olszewski
Theron Chinn
Board Member: Jen Schneider
Milton Johnson

Meeting Frequency: Three times a year

*** * * Other Committees * * ***

Four County School Boards Association

Legislative Committee

Beth Thomas & Jen Schneider

Board of Directors

Jenny Tessororf
Megan Personale, Alternate

Council on Instructional Excellence (CIE)

Administrators: Matt Schrage
Jamie Farr
Multiple other admin
Board Members: Julianne Miller
Beth Thomas

Meeting Frequency: monthly

Phelps-Gorham

Jeanie Grimm

Safety / Health / Security Committee

Administrator: Vernon Tenney
Board Member: John Polimeni

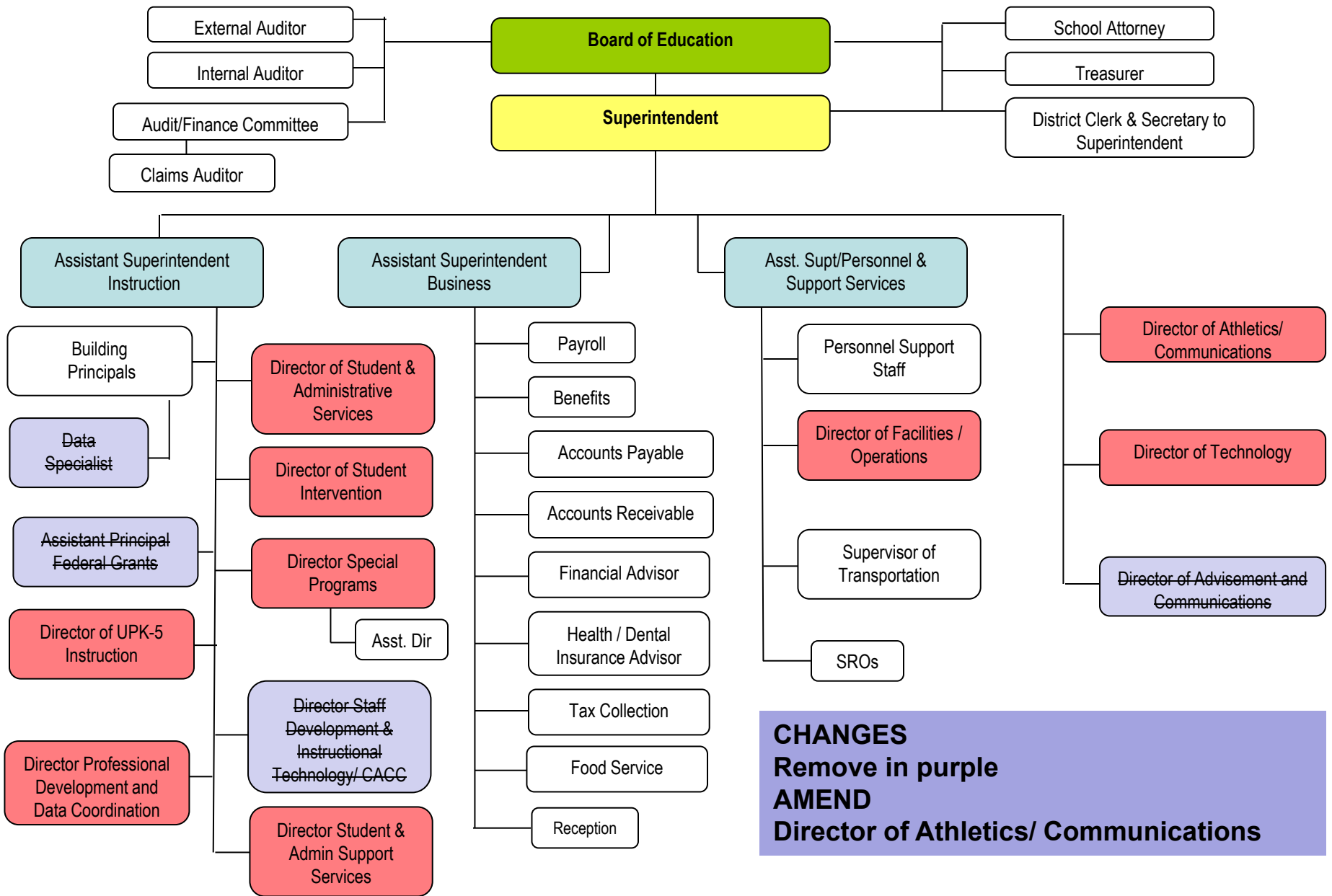
Meeting Frequency: Oct, Dec. Feb, April,
June

Diversity, Equity, & Inclusion (DEI)

Administrators Jamie Farr
Matt Schrage

Board Member: Julianne Miller

Meeting Frequency: TBD



Board Approved: September 23, 2019; October 19, 2021

Acceptable Use of Computer System

The Board of Education will provide access to various computerized information resources through the District's Computer System (DCS) consisting of software, hardware, computer networks, and electronic communications systems. This may include access to electronic mail, so-called "on-line services", and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/legal guardians that, unlike most traditional instruction or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/legal guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/legal guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students and their parents/legal guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to the use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use.

District students shall also adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages, or destroys property of the District. Further, the District may bring suit in civil court against the parents/legal guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Acceptable Use of Computer System

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Specific to the use of Generative Artificial Intelligence (GenAI)

1. The Board supports including the principles of responsible and effective use of GenAI as it relates to the curriculum as well as life outside of or beyond school.
2. The Board respects the professional capacity of the instructional staff to assign work that is less susceptible to student use of GenAI to circumvent learning, and allow for multiple methods for students to demonstrate competence and understanding.
3. Instructional staff must be clear about their expectations for student use of or the non-use of GenAI in assignments. Staff who suspect a student has not done an assignment on their own can request that the student demonstrate their knowledge of the material in other ways, to the same extent they already do.

The Superintendent or designee is authorized to establish regulations as necessary to implement the terms of this policy.

Board Approved: September 23, 2019
Non-Substantive: February 5, 2020