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- I. *Meeting Called to Order*
  - II. *Pledge of Allegiance to the Flag*
  - III. *Board Meeting Minutes* (BOARD ACTION)
  - IV. *July 2024 Warrant Review (Mrs. Miller and Mrs. Personale)* (BOARD ACTION)
  - V. *President's Comments*
  - VI. *Superintendent's Report*
  - VII. *Administrative Professional Development Update*
  - VIII. *Tax Certiorari Settlement- Canandaigua Lakefront* (BOARD ACTION)
  - IX. *Tax Certiorari Settlement- GRHS* (BOARD ACTION)
  - X. *Amend SEQR- 2024 Capital Outlay Project* (BOARD ACTION)
  - XI. *Consensus Agenda* (BOARD ACTION)

Business

1. Budget Transfers
2. Certification of Lead Evaluators- Teachers
3. Certification of Lead Evaluator- Principal
4. District Safety Plan
5. Attend Canandaigua Schools
6. CPSE/CSE Chair
7. School Lunch Prices
8. Dignity Act Coordinator
9. Volunteer Coaches
10. Athletic Trip- Final Approval
11. Academy Sports Hall of Fame By-Laws
12. Reserve Funding Amendment
13. Designations of Depositories
14. Foreign Exchange Student
15. Agreements
16. Surplus Books
17. Recommendations of the Committee on Special Education

Personnel

*End of Consensus Agenda*

- XII. *Board Committee Reports*
  - Policy Committee- Mrs. Jeanie Grimm (BOARD ACTION)
    - > Policy 1120 Organizational Policy- *Second Reading*
    - > Policy 2070 Acceptable Use Policy- Artificial Intelligence wording added- *Second Reading*
  - Site Committee- Mr. John Polimeni
- XIII. *District Committee Reports*
  - Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- July 22, 2024
- XIV. *Closing Remarks*



**I. Consensus Agenda**

**(BOARD ACTION)**

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

1. Non-Instructional Personnel

A. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Laura Ingold	Teacher Aide	9/9/2024	\$15.35/hr.

***End of Consensus Agenda***



**I. Meeting Called to Order**

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

**III. Board Meeting Minutes**

**(BOARD ACTION)**

- July 29, 2024- Regular Meeting Minutes
- August 14, 2024- Special Meeting Minutes

**IV. July 2024 Warrant Review (Mrs. Miller and Mrs. Personale)**

**(BOARD ACTION)**

- 1 General 19262-19265, 19269, 19307-19315 (In House Payables)
- A-2 General 9010331-9010352, 9010370-9010375 (ACH Payables)
- A-3 General 9010353-9010369 (ACH)
- A-4 General 19302-19306 (Check Print)
- A-5 General 19271-19301, 19323-19336 (Check Print Payables)
- A-6 General 19266-19268, 19270 (In House)
- A-9 General 9010376-9010414 (ACH)
- A-10 General 19337-19380 (Check Print)
- A-11 General 19316-19322 (In House)
- A-12 General 14115317, 7685461950 (Manual)
- C-1 Cafeteria 3134-3141\*
- C-2 Cafeteria 3143-3159
- F-1 Federal 9000502-9000503 (ACH Payables)
- F-2 Federal 963-965 (Check Print Payables)
- H-1 Capital 721 (In House Payables)
- HBU-1 Capital 11 (Bus Purchases)

\*Check #3142 is out of sequence. There was a printer error when running the batch and it printed incorrectly. The check was shredded.

**V. President's Comments**

- Remarks
- Correspondence

**VI. Superintendent's Report**

- CrisisGo
- Capital Project Presentation and Discussion
- Remarks
- Correspondence
- Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)

**VII. Administrative Professional Development Update**

**VIII. Tax Certiorari Settlement- Canandaigua Lakefront**

**(BOARD ACTION)**

**WHEREAS**, Canandaigua Lakefront, LLC ("Petitioner") filed tax certiorari proceedings challenging the assessment on its property located at 24 Lakeshore Dr. in the City of Canandaigua for the 2022-23 tax year; and

**WHEREAS**, Petitioner has proposed settlement of the proceedings upon the following terms:

- The 2023 Assessed Value of \$2,200,000 shall apply to the 2024 and 2025 tax years.

**WHEREAS**, the City of Canandaigua has approved the settlement proposal; and

**WHEREAS**, the Board of Education is willing to settle the proceedings pursuant to the terms outlined above.



**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Board of Education agrees to settle the tax certiorari proceeding commenced by Petitioner in accordance with the terms set forth above and in the form approved by Ferrara Fiorenza PC and hereby delegates to Ferrara Fiorenza PC the authority to execute such settlement documents.
2. This Resolution shall take effect immediately.

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

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

The Resolution was thereupon declared adopted.

**IX. Tax Certiorari Settlement- GRHS**

**(BOARD ACTION)**

**WHEREAS**, GRHS Foundation Inc and Zamiara Canandaigua Properties, LLC (“Petitioner”) filed tax certiorari proceedings challenging the assessment on its property located at 401 South Main Street in the City of Canandaigua for the 2019-20 through 2023-24 tax years; and

**WHEREAS**, Petitioner has proposed settlement of the proceedings upon the following terms:

- Discontinue the 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24 tax years; and
- Set the Assessed value at \$1,400,000

**WHEREAS**, the City of Canandaigua has approved the settlement proposal; and

**WHEREAS**, the Board of Education is willing to settle the proceedings pursuant to the terms outlined above.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Board of Education agrees to settle the tax certiorari proceeding commenced by Petitioner in accordance with the terms set forth above and in the form approved by Ferrara Fiorenza PC and hereby delegates to Ferrara Fiorenza PC the authority to execute such settlement documents.
2. This Resolution shall take effect immediately.

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

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



The Resolution was thereupon declared adopted.

**X. Amend SEQR- 2024 Capital Outlay Project**

**(BOARD ACTION)**

Amendment of wording of the 2024 Capital Outlay Project SEQR that was Board approved on January 29, 2024.

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

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

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

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

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

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

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

1. Hereby declares itself as the lead agency in connection with the requirements of SEQR;
2. Hereby declares the Project as a Type II Action, which requires no further review under SEQR.

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

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

The Resolution was thereupon declared adopted.

**XI. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Budget Transfers**

The below budget transfers are over \$20,000 and requires Board approval. This is for an additional administrative position for 2024-2025.

From: A9060.800-00-403B	Other Benefits 403(b)	\$127,000
To: A2020.150-00-1200	School Supervision Instructional Salary	\$127,000



This is for T Lindsay for contract work for the 2024-2025 school year.

From: A2630.160-00-1414	Computer Assisted Non-Instructional Salary	\$35,000
To: A1680.400-00-0000	Data Processing Contractual	\$35,000

## 2. Certification of Lead Evaluators- Teachers

BE IT RESOLVED THAT **Brian Amesbury, Emily Bonadonna, Cary Burke, Caroline Chapman, Theron Chinn, Eric Jordan, Kaitlin LaFave, Marissa Logue, Jean MacKenzie, Jen Marafioti, Justine Olszewski, Michelle Reynolds, Rachael Schading, Matt Schrage, and Kris VanDuyne** are hereby certified as a Qualified Lead Evaluator of Teachers having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9(b), including:

- 1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- 2) Evidence-based observation techniques that are grounded in research;
- 3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- 4) Application and use of the State-approved Teachers rubric selected by the Canandaigua City School District for use in the evaluation of Teachers, including training on the effective application of such rubric to observe a Teachers practice;
- 5) Application and use of the assessment tools that the Canandaigua City School District utilizes to evaluate its Teachers, including by not limited to evidenced based observation, evidenced based school visits, artifact collection and review and professional goals;
- 6) Application and use of the State-approved locally selected measures of student achievement used by the Canandaigua City School District to evaluate its Teachers;
- 7) The scoring methodology utilized by the Department and the Canandaigua City School District to evaluate a Teachers under 8 NYCCR Subpart 30-2, including
  - a. How scores are generated for each subcomponent and the composite effectiveness score of Teachers, and
  - b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of Teachers and their subcomponent ratings; and

Specific considerations in evaluating Teachers of English language learners and students with disabilities.

## 3. Certification of Lead Evaluator- Principal

BE IT RESOLVED THAT **Matthew Schrage** is hereby certified as a Qualified Lead Evaluator of Principals having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9(b), including:

- 1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- 2) Evidence-based observation techniques that are grounded in research;
- 3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;



- 4) Application and use of the State-approved principal rubric selected by the Canandaigua City School District for use in the evaluation of Principals, including training on the effective application of such rubric to observe a Principal practice;
- 5) Application and use of the assessment tools that the Canandaigua City School District utilizes to evaluate its Principals, including but not limited to evidenced based observation, evidenced based school visits, artifact collection and review and professional goals;
- 6) Application and use of the State-approved locally selected measures of student achievement used by the Canandaigua City School District to evaluate its Principals;
- 7) The scoring methodology utilized by the Department and the Canandaigua City School District to evaluate a Principal under 8 NYCCR Subpart 30-2, including
  - a. how scores are generated for each subcomponent and the composite effectiveness score of Principals, and
  - b. application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of Principals and their subcomponent ratings; and
- 8) Specific considerations in evaluating Principals of English language learners and students with disabilities.

#### **4. District Safety Plan**

Approval of the updated District Safety Plan. The updated plan was on the District website beginning May 23, 2024 and a public hearing was held on July 26, 2024.

#### **5. Attend Canandaigua Schools**

Mrs. Katie Madia, Primary School Teacher, is requesting approval for children, Adelaide Fanning in fourth grade and Charley Fanning in fifth grade, to continue attending Canandaigua Schools beginning with the 2024-2025 school year.

Mr. Jeff Welch, Academy Physical Education Teacher, is requesting approval for his son, Cullen Welch to attend Universal Pre-Kindergarten beginning the 2024-2025 school year.

Mrs. Abbey Baccari, Primary School Teacher, is requesting approval for her son, Santino Baccari to attend Universal Pre-Kindergarten beginning the 2024-2025 school year.

Mrs. Jessica Greening, Academy Aide, is requesting approval for her daughter, Olivia Rose Gaddy to attend Universal Pre-Kindergarten beginning the 2024-2025 school year.

Mr. Theron Chinn, Middle School Assistant Principal, is requesting approval for his daughter, Tatum Lane Bush-Chinn to attend Universal Pre-Kindergarten beginning the 2024-2025 school year.

#### **6. CPSE/CSE Chair**

Effective September 16, 2024, the following addition: 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



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provide or supervise special education and knowledgeable about the general education curriculum and the availability of resources of the school district.”

Administrative Team- Tonya Russell

#### **7. School Lunch Prices**

The price to purchase an adult lunch for the 2024-2025 school year is \$5.03 + tax.

#### **8. Dignity Act Coordinator**

Approval for Sarah Callahan to be the District Dignity Act Coordinator for the 2024-2025 school year.

#### **9. Volunteer Coaches**

Mrs. Caroline Chapman, Athletic Director, is requesting approval for the below volunteer coaches for the Fall 2024 season.

- Stefanie Carney - Modified Cheer
- Chris Kincaid - Boys & Girls Soccer - Goalkeepers
- Nate Rychlik - Cross Country
- Chris Stephens, Steve Verbridge - Girls Volleyball
- Frank Mullin, Nate Gilligan - Football

#### **10. Athletic Trip- Final Approval**

Mrs. Caroline Chapman is requesting final approval of the below athletic field trip.

- Varsity Girls Volleyball, October 12-13, 2024, Springfield, MA (*initial approval June 10, 2024*)

#### **11. Academy Sports Hall of Fame By-Laws**

Approval of the amended Academy Sports Hall of Fame By-Laws.

#### **12. Reserve Funding Amendment**

Amendment of Reserve Funding that was approved June 10, 2024:

WHEREAS, in compliance with Education Law Section 3653. The Board desires to authorize the below amended transfer pursuant to its Reserve Fund Plan;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Canandaigua City School District hereby approve the following reserve fund transfer:

Transfer of up to \$2,500,000 to the 2023 Vehicle Purchase Capital Reserve Fund created in accordance with Education Law Section 3651 from unappropriated fund balance.

#### **13. Designations of Depositories**

The Superintendent recommends that the Board of Education designate the addition of Community Bank as listed below. This account shall not exceed the following amount.

- Community Bank \$15,000,000

#### **14. Foreign Exchange Student**

Mrs. Marissa Logue, Academy Principal, is requesting approval for the below Rotary exchange student for the 2024-2025 school year. Additional information is included in packet.

- Bhuwana Tawal-Unnop (Din) from Thailand





**15. Agreements**

An agreement with Center for Dispute Settlement for the 2024-2025 school year. Costs will be paid through Title IV funds.

An agreement with Mary Cariola Children’s Center, Inc. for special education services per student(s) IEP from September 1, 2024 – August 31, 2025.

An agreement with The Norman Howard School for special education services per student(s) IEP from September 3, 2024 – June, 27, 2025

An agreement with School of the Holy Childhood, Inc. for music therapy services per student(s) IEP from September 4, 2024 – June, 2025.

**16. Surplus Books**

Mrs. Marissa Logue is requesting approval to declare as surplus item 83 copies of *American Government: Institutions and Policies* by James Q. Wilson and John J. Dililio, Houghton Mifflin Company, 2008.

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

Recommendations of the Committee on Special Education meeting dates of: March 5, April 26, June 6, 12, 25, July 10, 15, 18, 24, 25, 30, 31, August 1, 2, 5, 6, 7, 8, 12, 13, and 16.

**Personnel**

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Robin Stonebraker	School Bus Driver	9/1/2024	8

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Diane Rocca	Account Clerk/Typist	Resignation in order to accept another position in the District	6/30/2024
Carrie Klug	Food Service Helper	Resignation	8/2/2024
Nicole Becker-Tuccio	Teacher Aide	Resignation	8/7/2024
Leah Welch	Teacher Aide	Resignation	6/30/2024
Ronald Weilert	Food Service Helper	Resignation	8/8/2024
Diane Ludwig	Teacher Aide	Resignation	9/1/2024
Madison Johnson	Teacher Aide	Resignation	8/13/2024
John Power	School Bus Monitor	Resignation	9/13/2024
Kimberley Badger	Teacher Aide	Resignation	8/30/2024
Daria Miller	Food Service Helper	Resignation in order to accept another position in the District	9/2/2024
Aimee Bennett	Secretary I	Resignation	9/20/2023



C. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Carolyn Keller	Teacher Aide	9/3/2024	\$15.35/hr.
Alexandria East	Teacher Aide	9/3/2024	\$15.35/hr.
Taylor Foxhall	Teacher Aide	9/3/2024	\$15.35/hr.
Mariah Santiago	Teacher Aide	9/3/2024	\$15.35/hr.
Roy Brown	Food Service Helper	9/9/2024	\$15.76/hr.
Maria Rangel	Food Service Helper	9/3/2024	\$15.76/hr.
Jennifer Walton	Food Service Helper	9/3/2024	\$15.76/hr.
Nicole Becker-Tuccio	Substitute Teacher Aide	9/5/2024	\$15.00/hr.
Courtney Simpson	Substitute Teacher Aide	9/5/2024	\$15.00/hr.
Kathy Tauterouff	Substitute Teacher Aide	9/5/2024	\$15.00/hr.
Sara Phillips	Teacher Aide	9/3/2024	\$15.35/hr.
Christine Klovstad	Teacher Aide	9/3/2024	\$15.35/hr.
Patrick Johnson	School Bus Driver	9/3/2024	\$24.91/hr.
Jaclyn Houle	Teacher Aide	9/3/2024	\$15.35/hr.
Rebecca Fox	Teacher Aide	9/3/2024	\$15.35/hr.
Allyson Welch	Teacher Aide	9/3/2024	\$15.35/hr.
Derek DeYulio	Custodial Worker	8/16/2024	\$16.00/hr.
Quinn Habberfield	Custodial Worker	9/2/2024	\$16.00/hr.
Ronald Weilert	Substitute Food Service Helper	9/5/2024	\$15.00/hr.
Deidra Buck	School Monitor	9/3/2024	\$15.44/hr.
Susan Friend	Substitute Senior Services Asst.	9/1/2024	Per Agreement
Matt Rogers	Substitute AV Technician	8/1/2024	Per Agreement
Kevin Collins	Bus Dispatcher	8/26/2024	Per Contract
Amanda Cummings	Teacher Aide	9/3/2024	\$15.35/hr.
James Everett	Custodial Worker	9/2/2024	\$16.00/hr.
Ashley Crisostomo Lopez	Teacher Aide	9/3/2024	\$15.35/hr.
Thomas McKinney	School Bus Monitor	9/3/2024	\$15.44/hr.
Kaitlyn Stocker	Teacher Aide	9/3/2024	\$15.35/hr.
Daria Miller	Assistant Cook	9/3/2024	\$17.41/hr.
Kristie Chmiel	Typist	8/30/2024	\$16.13/hr.
Keri Blauvelt	School Bus Driver	9/3/2024	\$24.91/hr.

D. Classification of Position

- 1) In order to stay in compliance with Civil Service, it is requested that the Board of Education approve the classification of one (1) position of Software Developer.
- 2) In order to stay in compliance with Civil Service, it is requested that the Board of Education approve the classification of one (1) position of Secretary I.

2. Instructional Personnel

A. Resignation

- 1) Dennis DesRosiers has submitted his resignation as Director of Special Programs in order to accept the Assistant Director of Special Programs position effective August 11, 2024.
- 2) Timothy Via, Music Teacher at the Middle School, has submitted his resignation from the District effective September 2, 2024.



- 3) Emily Ladilov, Speech and Language Therapist, has submitted her resignation from the District effective September 12, 2024.
- 4) Kristin Smith, School Counselor, has submitted her resignation from the District effective August 23, 2024.

B. Leave Of Absence

- 1) Rachel Wendt, School Psychologist at the Middle School, has requested a leave of absence for the 2024-2025 school year.

C. 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) Dennis DesRosiers has been working for the District as the Director of Special Programs since July 2022. Mr. DesRosiers will be appointed to a 1.0 FTE, 3-year probationary position as the Assistant Director of Special Programs with a tenure area of Assistant Director of Special Programs effective August 12, 2024.
- 2) Amy O'Connor received her Bachelor's and Master's degrees in Art Education from Nazareth College. She has been working in public education for 18 years. Ms. O'Connor will be appointed to a 1.0 FTE, 3-year probationary Art Teacher with a tenure area of Art effective September 1, 2024.
- 3) Allison Donovan received her Bachelor's and Master's degrees in Childhood Education from SUNY New Paltz. Ms. Donovan will be appointed to 1.0 FTE, non-tenured Long-Term Substitute Kindergarten Teacher for the 2024-2025 school year.
- 4) Coleen Tauriello received her Bachelor's degree in Elementary Education from The College of Saint Rose. She earned her Master's degree in Education and Literacy from Walden University. She has been working in public education for 21 years. Ms. Tauriello will be appointed to a 1.0 FTE, 3-year probationary Elementary Education Teacher with a tenure area of Elementary effective September 25, 2024.
- 5) Nicole Bindler received her Bachelor's degree in Communication Studies, Interpersonal/ Intercultural from SUNY New Paltz. She earned her Master's degree in Education – School Counseling from The College at Brockport. Ms. Bindler will be appointed to a 1.0 FTE, 4-year probationary School Counselor with a tenure area of School Counselor effective September 23, 2024.
- 6) Joseph Martino received his Bachelor's degree in Music Education from Berklee College of Music. He earned his Master's degree in Jazz Studies from Purchase College and his PhD in Music Education from the Eastman School of Music. Mr. Martino will be appointed to a 1.0 FTE, 4-year probationary Music Teacher with a tenure area of Music effective September 1, 2024.



<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Dennis DesRosiers	SBL; SDL; PreK-6; Special Education	8/12/2024	Per Contract	3 years
Amy O'Connor	Visual Arts	9/1/2024	Step 18	3 years
Allison Donovan	Childhood Education Grades 1-6; Early Childhood Education Birth – Grade 2	9/1/2024 – 6/30/2025	Step 1	N/A
Colleen Tauriello	Pre-Kindergarten, Kindergarten, and Grades 1-6	9/25/2024	Step 22	3 years
Nicole Bindler	School Counselor	9/23/2024	Step 8	4 years
Joseph Martino	Music	9/1/2024	Step 8	4 years

7) Special Programs Consultant

Tammy Wood has been recommended to be a consultant to Special Programs at an agreed upon hourly rate.

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>
Marisa Mastrosimone	Elementary Teacher, 4 <sup>th</sup> Grade	Elementary	9/3/2024 – 10/17/2024

9) Teacher On Special Assignment

The following staff member is recommended for Special Assignments for the 2024-2025 school year and will remain on their current salary track and tenure area:

Amy Rothermel, K-5 Math/Science at Primary Elementary Complex

10) Mentors

The following individuals are recommended to be Mentors for the 2024-2025 school year at rates in accordance with contract:

<u>Mentor</u>	<u>Mentee</u>
Marissa Logue	Kristine VanDuyne
Jean MacKenzie	Kristin Williamson
Lindsay Lazenby	Calee Prindle
Tracy Lindsay	Sarah Callahan
Tammy Wood	Tonya Russell

11) Contract Substitute Teachers

The following individuals have been recommended to Contract Substitute Teacher positions for the 2024-2025 school year at the contractual rate:

- Tim Martin – Academy
- Steve Sherwood – Academy
- Rhonda Sherwood – Academy
- Laurie Roeder – Academy
- Tom Willmott – Elementary School
- Madison Yandow – Primary School



12) Non-Certified Substitute Teachers

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

Lena Bement

13) 2024-2025 Fall Coaches

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

Michael Zimmerman – JV Football Coach

Erin Landcastle – Modified Volleyball Coach

14) Co-Curricular & Stipend Positions 2024-2025 School Year

The following individuals are recommended to co-curricular and stipend positions at rates in accordance with contract:

<b>CO-CURRICULAR</b>	<b>BLDG</b>	<b>Appointed</b>	<b>% (&lt; 100)</b>	<b>Level</b>	<b>Step</b>
Drum Club	ES	Jennifer Medler		A	2
Drum Club	ES	Emily Phillips		A	2
Elementary After School Club	ES	Kym McCarthy		A	2
Fiddle Club	ES	Chris Ieda		A	2
Jazz Club	ES	Jessica Perry		A	2
Snow Sports Club (Elem.)	ES	Leah Stevens		A	2
Academian	HS	Jennifer Miller		E	3
Academian - Business Manager	HS	Jennifer Miller		C	3
Academy Youth Activation Club (YAC)	HS	Alex Hennessy		AA	2
Art Club	HS	Josh Mull		A	3
Bigs/Littles Program (2)	HS	Mary Kate Cywinski		C	2
Bigs/Littles Program (2)	HS	Cindy Vanderlee		C	4
Business Academy Players Mngr	HS	Michael Sisson		C	4
Class Advisor - Grade 10 (2)	HS	Donna Klick		B	2
Class Advisor- Grade 10 (2)	HS	Wendy Mandarano		B	2
Class Advisor - Grade 11 (2)	HS	Ashley Fisher		B	3
Class Advisor- Grade 11 (2)	HS	Eric Harter		B	3
Class Advisor - Grade 12 (2)	HS	Kaitlyn Estes		C	4
Class Advisor - Grade 12 (2)	HS	Jessica Teerlinck		C	4
Class Advisor - Grade 9 (2)	HS	Arlene DeVinney		B	1
Class Advisor - Grade 9 (2)	HS	Malina Payne		B	1
DECA	HS	Kaitlyn Estes		B	3
Drama - Club Advisor	HS	Meghan Davis		A	3
Drama - Director	HS	Meghan Davis		C	3
Drama - Technical Director	HS	Angie Hurlburt		A	1
Fiddle Club	HS	Haley Moore		B	3
Freshman Transition	HS	Ashley Fisher		A	3
Gender and Sexuality Alliance	HS	Katya Metidieri/Rebecca McLaughlin	50/50	A	4/4



IB CAS	HS	Megan Cabral		B	4
Interact	HS	Al Jones		A	2
Jazz Choir	HS	Sean Perry		C	4
Key Club	HS	Karen Brown		A	4
Madrigal Choir	HS	Sean Perry		C	4
Masterminds	HS	Jason McLaughlin		B	4
Musical Accompanist (CA)	HS	Heidi Bjorling		B	4
Musical Assistant Director (CA)	HS	Heidi Reybrouck		D	2
Musical Director (CA)	HS	Meghan Davis		F	3
Musical Orchestra Director (CA)	HS	Greg Crystal		B	4
Musical Technical Director (CA)	HS	Angie Hurlburt		D	2
Musical Vocal Director (CA)	HS	Luc Pereira		B	2
National Honor Society	HS	Donna Klick		A	4
Outdoor Adventure Club (2)	HS	David Ducharme		A	3
Outdoor Adventure Club (2)	HS	Eric Harter		A	4
Parade Band	HS	Greg Kane		(A)	\$1,535
Robotics (2)	HS	Daniel Bowman		D	4
School Store Advisor	HS	Kaitlyn Estes		C	2
Snow Sports Club	HS	Haley Moore		A	2
Sources of Strength	HS	Karen Brown, Rebecca McLaughlin, Cindy Vanderlee	33/33 /33	C	3/3/ and 4
Student Activities Coordinator	HS	Sara Maser		C	4
Student Government	HS	Ashley Fisher, Jennifer Miller	50/50	C	2/3
Student Technical Services Club	HS	Tom Ritchey		A	1
The Sound	HS	Greg Kane		B	4
Tri-M Club	HS	Jessica Collins		A	1
6th Grade Camp Coordinator	MS	Kristina Cahoon		B	2
Above the Influence	MS	Vickey Gashlin		C	4
Academic Challenge Bowl	MS	Brian Crnkovich		A	4
Builders Club - Middle School	MS	Maureen Loeffler/Kim Connal		A	2/2
Encore Vocal	MS	Greg Crystal		B	4
Fiddle Club	MS	Jessica Collins		B	4
Gender and Sexuality Alliance	MS	Kelley Mariano/Shaynee Juliano	50/50	A	3/3
Hobbies for Life Coordinator	MS	Jared Simpson		A	3
Intramurals	MS	Dale Werth		B	4/4
Middle School Robotics	MS	Dan Olmstead		A	3
Middle School Youth Activation Club (YAC)	MS	Beth Aparo		AA	2
Musical - Director (MS)	MS	Kathryn Reaves		D	4
Musical - Technical Director (MS)	MS	Jerry Smith		A	4
Musical - Vocal Director (MS)	MS	Taylor Day		B	4
Noteworthy	MS	Taylor Day		B	4
Parade Band	MS	Danae Sciolino		A	4
Snow Sports Club	MS	Phillip Thomas/Holly Wolf	50/50	A	2/2
Student Gov't - Grade 6, 7 & 8	MS	Anne Olvany/Ally Murray	50/50	B	2/2
Yearbook	MS	Shaynee Juliano/ Lisa Fessner	66.5/ 33.5	C	4/4
Kiwanis Kids Club	PES	Amanda Harris/Meg Smith	50/50	A	4/4



Mural Club	PES	Elena Tontoni/Pat Davis	50/50	A	2/2
PES Student Musical Production	PES	Jessica Wood		A	1
Student Gov't Co-Advisor (I)	PES	Danielle Consaul		A	2

**OTHER STIPEND POSITIONS**

**BLDG**

CALT: Library UPK-12	HS	Teresa Keyes			Per Contract
CALT: World Language UPK-12	HS	Sarah Pennica			Per Contract
CALT: Visual Art UPK-12	HS	Sandra Estes Bishop			Per Contract
CALT: Career and Technical Education 6-12	HS	Steven Schlegel			Per Contract
CALT: Music UPK-12	HS	Greg Kane			Per Contract
CALT: Counseling UPK-12	HS	Leanne Ducharme			Per Contract
CALT: PE UPK-12/Health 6-12/FACS 6-8	HS	Beth Aparo			Per Contract
CALT: English 6-12	HS	Janet Zea			Per Contract
CALT: Math 6-12	HS	Heather Raulli			Per Contract
CALT: Social Studies 6-12	HS	Douglas Pereira			Per Contract
CALT: Science 6-12	HS	Amy Allen			Per Contract
MS Team Leader- Canandaigua (2)	MS	Jamie Glover			Per Contract
MS Team Leader- Canandaigua (2)	MS	Jessica Collins			Per Contract
MS Team Leader- Canadice	MS	George McConville			Per Contract
MS Team Leader- Honeoye	MS	Zachary Gisleson			Per Contract
MS Team Leader- Owasco	MS	Kathryn Reaves			Per Contract
MS Team Leader- Otisco	MS	Michael Mahar, Tedra Gerstner			Per Contract
MS Team Leader- Ontario	MS	Kelley Mariano			Per Contract
MS Team Leader- Conesus	MS	Emily Williams			Per Contract
MS Team Leader- Keuka	MS	Joseph Sabbour/Julie Wortmann			Per Contract
Teacher Grade Level Leaders UPK	PS	Julie Natale			Per Contract
Teacher Grade Level Leader Grade K	PS	Meghan Glover			Per Contract
Teacher Grade Level Leader Grade 1	PS	Lisa Lupton			Per Contract
Teacher Grade Level Leader Grade 2	PS	Elizabeth Consaul			Per Contract
Teacher Grade Level Leader Grade 3	ES	Heather Carson			Per Contract
Teacher Grade Level Leader Grade 4	ES	Genial Close			Per Contract
Teacher Grade Level Leader Grade 5	ES	Danielle Consaul			Per Contract
Special Education Department Liaison UPK - 2	PS	Jennifer Coles-Lloyd			Per Contract
Special Education Department Liaison 3 - 5	ES	Julie Lawrence			Per Contract
Special Education Department Liaison 6 - 8	MS	Andrea Best			Per Contract
Supervisor of Medicaid	Fitch	Deanna Dramer			Per Contract
Arts in Education Coordinator	Schrage	Kimberly Kane			Per Contract
SSD Coordinator	DW	Karyn Cagwin			Per Contract
Snow Sports Coordinator	MS	Holly Wolf			Per Contract
Aquatics Director	HS+	Dylan Scheemaker			Per Contract
Chemical Safety Specialist	Ath				
Primary Curriculum Event Coordinator	HS	Adam Stoler			Per Contract
Elementary Curriculum Event Coordinator	PS	Kimberly Kane			Per Contract
IB Coordinator	ES	Alyssa Zacharias			Per Contract
	HS	Dave Gioseffi			Per Contract



CACC Coordinator	HS	Heather Pawlak	Per Contract
Coordinator of Nursing Services	DW	Lorraine Ryan	Per Contract
SAT Prep Class - English (1st Semester)	HS	Sara Maser	Per Contract
SAT Prep Class - English (2nd Semester)	HS	Sara Maser	Per Contract
SAT Prep Class - Math (1st Semester)	HS	Heather Black	Per Contract
SAT Prep Class - Math (2nd Semester)	HS	Heather Black	Per Contract
Wellness Coordinator	DW	Linda Eames	Per Contract
Lift Project Coordinator	DW	Jeremiah Johnson	Per Contract
Plant-Based Coach	DW	Jeremiah Johnson	Per Contract
FLASHP Rewards Ambassador	DW	Myra Morgan	Per Contract
Communications Liaison, PES	PES	Emily Bonadonna	Per Contract
Communications Liaison, MS	MS	Theron Chinn	Per Contract
Communications Liaison, HS	HS	Kaitlyn LaFave	Per Contract
Communications Liaison, Clerical	DW	Jenna Sutton	Per Contract
Athletic Events Coordinator	DW	Eileen Hulme	Per Contract

**End of Consensus Agenda**

**XII. Board Committee Reports**

- Policy Committee- Mrs. Jeanie Grimm **(BOARD ACTION)**
  - > Policy 1120 Organizational Policy- *Second Reading*
  - > Policy 2070 Acceptable Use Policy- Artificial Intelligence wording added- *Second Reading*
- Site Committee- Mr. John Polimeni

**XIII. 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)- Mrs. Julianne Miller/ Mrs. Beth Thomas
- **Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- July 22, 2024**
- Safety / Health / Security Committee- Mr. John Polimeni

**XIV. Upcoming Events**

- September 3- Superintendent Conference Day
- September 3- 6<sup>th</sup> Grade Open House
- September 4- Superintendent Conference Day
- September 4- UPK and Kindergarten Meet & Greets
- September 5- First day of school (Grades 1-12)
- September 5- UPK and Kindergarten Meet & Greets
- September 6- First day of school (UPK and Kindergarten)
- September 9- Board of Education Meeting
- September 10- Bus Evacuation Drills
- September 12- Academy Open House
- September 17- Senior Parent Night
- September 23- Board of Education Meeting
- September 26- Middle School Open House (Grades 7<sup>th</sup> & 8<sup>th</sup>)

**XV. Closing Remarks**

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





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

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, July 29, 2024 at 6:00 p.m. at the District Office, President Grimm presiding.

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

**BOARD MEMBERS ABSENT:** Amy Calabrese, Julianne Miller, John Polimeni

**LEADERSHIP TEAM PRESENT:** Jamie Farr

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

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** On file

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

Mrs. Grimm called the meeting to order at 6:00 p.m. leading all in the Pledge of Allegiance.

***Board Meeting Minutes***

Upon a motion made by Mrs. Personale, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the June 10, 2024 and July 1, 2024 meeting minutes.

**APPROVED: MINUTES**

***June 2024 Warrant Review***

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

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)

**Consensus Agenda**

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

**APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA**



## **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**

an 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.

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

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

an 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**

the request of Mrs. Marissa Logue, Academy Principal, 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**

an agreement Mrs. Caroline Chapman, Athletic Director, for 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**

an agreement Mrs. Marissa Logue 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**

an agreement Mrs. Caroline Chapman 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**

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**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
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:*



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<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 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) of Taylor Fraser, Special Education Teacher at the Primary School, for 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) of Ashley Stitt who 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 is appointed to a 1.0 FTE, 4-year probationary Special Education Teacher with a tenure area of Special Education effective September 1, 2024.
- 2) of Matthew Erman who 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 is appointed to a 1.0 FTE, 4-year probationary Music Teacher with a tenure area of Music effective September 1, 2024.
  - 3) of Alyssa Palmer who 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 is appointed to a 1.0 FTE, 3-year probationary Physics Teacher with a tenure area of Science effective September 1, 2024.
  - 4) of Sara Kelly who 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 is appointed to 1.0 FTE, non-tenured Long-Term Substitute Special Education Teacher for the 2024-2025 school year.
  - 5) of Sarah Callahan who 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 is 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 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



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Sharon Raymo, Nurse  
Melinda Blaisdell Goodman, Nurse

7) 2024-2025 Coach

the following staff for 2024-2025 Coaching positions at rates in accordance with contract:  
Alyssa Zacharias – Girls Varsity Lacrosse

8) Interim Substitute

the following 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 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



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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***

***2024-2025 Board Goals***

Upon a motion made by Mr. Johnson, seconded by Ms. Tessendorf, with all present voting yes, the Board of Education approved/accepted the Board Goals.

**APPROVED: 2024-2025 Board Goals**

***2024-2025 Board Committee Structure***

Upon a motion made by Mrs. Thomas, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved/accepted the Board Committee Structure.

**APPROVED: 2024-2025 Board Committee Structure**

***Board Committee Reports***

***Policy Committee***

Mrs. Jeanie Grimm reported on behalf of the Policy Committee which met on June 12, 2024 the following:

- > 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*

***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

***Adjournment***

Upon a motion made by Mrs. Personale, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:04 p.m. The next Regular meeting will be on August 26, 2024 at 4:00 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk



The Special meeting of the Canandaigua City School District Board of Education was held on Wednesday, August 14, 2025 at 4:00 p.m. at the District Office, President Grimm presiding.

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

**BOARD MEMBERS ABSENT:** Amy Calabrese, John Polimeni, Jenny Tessendorf

**LEADERSHIP TEAM PRESENT:** Jamie Farr

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

**BOARD DISTRICT CLERK:** Deborah Sundlov

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

Mrs. Grimm called the meeting to order at 4:00 p.m. leading all in the Pledge of Allegiance.

**Appointment**

Upon a motion made by Mrs. Miller, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved/accepted the Director of Special Programs appointment.

**APPROVED: APPOINTMENT**

1. Instructional Personnel

A. Appointment

*The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employee. 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) Tonya Russell received her Bachelor's degree in Special and Elementary Education from SUNY Geneseo. and her Master's degree in Reading from the University of Albany. She has been working in public education for 23 years. Ms. Russell is appointed to a 1.0FTE 3-year probationary Director of Special Programs with a tenure area of Director of Special Programs effective September 16, 2024.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Tonya Russell	SDL; Special Education K-12	9/16/2024	Per Contract	3-year

***Adjournment***

Upon a motion made by Mrs. Personale, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 4:06 p.m. The next Regular meeting will be on August 26, 2024 at 4:00 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk





# Canandaigua City School

## District Safety Plan

2024 - 2025

*Explore - Enrich - Empower*

The Canandaigua City School District is dedicated to creating enriched, world-class educational experiences that engage all learners, foster meaningful exploration, and empower our school community to have their voices heard.

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# Canandaigua City School District District-Wide Safety Plan

Date of Board of Education Review:

Date of Board of Education Adoption:

The District-Wide School Safety Team conducted annual review and updates to the District-Wide School Safety Plan on: May 16, 2024

CR §155.17(a)

The District-Wide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education

30-day public comment period began on: **May 17, 2024 and ended on**

CR §155.17(c)(3)

At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan.

Date of Public Hearing: **TBD**

CR §155.17(c)(3)

The District-Wide School Safety Plan must be posted on the district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption. CR §155.17(c)(3)

The date the District-Wide School Safety Plan was posted on District Website: **TBD**

URL of District-Wide School Safety Plan on District Website:

<https://www.canandaiguaschools.org/district/district-safety-plan>

URL was verified/checked to be sure the link is working: **TBD**

## **Section 1.0 General Information and Guidelines**

### **1.1 Introduction**

The purpose of this plan is to maximize the safety of every student, staff member and visitor of the Canandaigua City School District. This includes the District's campus, buildings, motor vehicle fleet and programs. In conjunction with each school's Building Level Emergency Response Plan, it is intended to offer guidance and direction to District personnel in a variety of emergency situations.

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.

### **1.2 Planning Assumptions and Limitations**

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The Building Level Emergency Response Plan (BLERP) is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the BLERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

### **1.3 Dissemination**

All staff will receive a copy of the Building Level Emergency Response Plan within the first three (3) days of the academic school year (or at time of hire) and will be trained in its application during the District

Emergency Drill Day.

Parents can access the District-Wide Safety Plan on the District website at [www.canandaiguaschools.org](http://www.canandaiguaschools.org) and at the District Office.

The District-Wide Safety Plan and each Building-Level Emergency Response Plan was shared with Canandaigua Police Department, Ontario County Sheriff's Department, and the New York State Police **TBD**.

## **Response Agency Access to Building and District Plans**

Blueprints and schematics are available through the Director of Facilities & Operations. Large-print copies have been provided to County and Local Police, Fire Department and County Emergency Planning Agency. District Office administrators have copies of all floor plans.

## **1.4 Summary of Laws**

New York State Education law §2801-a (Project SAVE) and Commissioner's regulation 155.17 set standards for District-Wide Safety Plans. Both laws set minimum requirements of a District-Wide Safety Plan and Building Level Emergency Response Plans which include policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies.

### **1.5 Summary of Canandaigua City School District**

- District Office: 143 North Pearl Street, Canandaigua
- Primary – Elementary School: 90 West Gibson Street, Canandaigua
- Middle School: 215 Granger Street, Canandaigua
- Academy: 435 East Street, Canandaigua
- Operations Center: 550 Airport Road, Canandaigua
- Canandaigua Academic and Career Center: 5262 Parkside Drive, Canandaigua
- Red House Tutoring Center 2700 East Street, Canandaigua

## **Section 2.0**

### **Risk Reduction, Prevention, Intervention**

#### **2.1 Prevention and Intervention Strategies**

The primary components of District prevention strategies CR §155.17(c)(1)(iii) are as follows:

1. There exists a District and state-wide commitment to comprehensive character education stressing Civility, Accountability, Integrity, Compassion, Perseverance, and Healthy Living. According to the Dignity For All Students Act, or DASA, "it is the policy of the state to afford all students in public schools and environment free of discrimination and harassment." Decreasing and eliminating incidents of bullying or any behavior that is

inconsistent with the school's educational mission is a major initiative of the District Character Education Committee.

2. Each Building Character Education Team, under the supervision of the principal, is charged with developing an initiative specifically aimed at identifying and reducing bullying. Emphasis should be given to creating a school-community culture in which bullying is not tolerated.
3. Building-level specialists (counselors, school psychologists, prevention specialists, etc.) facilitate early identification of inappropriate behavior. There is a commitment to a parent/school partnership in all phases of school operations.
4. Safe Harbors of the Finger Lakes conducts personal safety lessons with UPK – 5 students.
5. The Academy and Middle School Peer Mediation Program is a process by which students who are having a problem meet together, with the aid of two trained student mediators, to attempt to resolve their conflict.
6. Anger Management programs at the Academy and Middle School have been established. Students who have had difficulty managing their anger may attend sessions to review triggers and reducers. This program is ongoing based on need.
7. Above the Influence is a program at the Middle School. The goal is to help teens stand up to negative pressures, or influences, and to make healthy, positive choices.
8. Sources of Strength is a program at the Academy. It is a best practice youth suicide prevention project designed to harness the power of peer social networks to change unhealthy norms and culture, ultimately preventing suicide, bullying, and substance abuse.
9. GSA is a school club that meets under the guidance of a school advisor intended to provide a safe and supportive environment for lesbian, gay, bisexual, transgender and queer (LGBTQ) with the goal of educating students and staff of the District on all types of diversity with the hope of teaching tolerance for all differences and creating a safer school environment.
10. The Canandaigua City Fire Department conducts safety lessons at the Primary and Elementary School. General fire safety lessons are presented to the Primary Students and at home fire safety planning is presented to third grade students.
11. The District participates in the Safe School Helpline 1-800-4-1-VOICE ext. 359 ([www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)), an anonymous tip line where students, parents, staff and faculty can anonymously report information to school administration. This service is reviewed with students and faculty during assemblies and staff meetings each year.
12. District-wide support services including family services, psychological services, and counseling services are available.

13. Training for select staff, in student conduct issues including de-escalation skills and procedural issues are conducted based on perceived need during Superintendent's Conference Days, monthly faculty/staff meetings, and through GCN (Global Compliance Network) online tutorials.
14. The District has a comprehensive drug, alcohol, and violence prevention program under the leadership of a Prevention Specialist at the Academy and Middle School. The Prevention Specialist collaborates with community resources to reduce high-risk behaviors.
15. Behavior Intervention Team is a multidisciplinary, multiagency team that meets regularly to assess whether certain exhibited behaviors or actions need intervention or other support. The building and district team reviews risk-relevant data and uses tools and protocols to assess and maintain line-of-sight on subjects of concern.

The primary components of this intervention strategy are as follows:

- Proactive, frequent parental contact.
  - Multiple referral options.
  - Progressive, reasonable consequences for violation of the school code.
  - Staff training in student intervention issues.
  - Appropriate administrative support levels.
  - Cooperative working relationships with outside agencies including the criminal justice system, social services, community agencies, BOCES and other Districts.
  - Cooperative working relationship with the health care community (Comprehensive Psychiatric Emergency Program, or C.P.E.P., local physicians).
16. The Alco-Sensor is an instrument that may be utilized by trained Canandaigua City School District staff members to ensure the health and safety of all students. The Alco-Sensor is a pocket-sized breath alcohol tester that offers a simple method of determining approximate blood alcohol levels. Use of the Alco-Sensor is intended to support the district's Code of Conduct and District Safety Plan as required through the SAVE legislation. The use of the device will assist in enhancing the school environment and maintaining school discipline.
  17. The DITEP (Drug Impairment Training for Education Professionals) process is conducted by trained Canandaigua City School District staff members to identify potentially chemically impaired students for the purpose of ensuring a safe learning environment. Drugs may alter a student's perception or behavior thus reducing their ability to function appropriately at school. The process of identifying suspected impaired students is based on the totality of information gathered through systematic evaluation and is not based on any one element alone. In cases of medical emergencies, the DITEP evaluation will be discontinued and the school will call emergency services. The use of DITEP staff members is intended to support the District's Code of Conduct and Safety Plan as required through the SAVE legislation.



18. Each school building is staffed with a School Resource Officer. The position of School Resource Officer is the result of the Municipal Cooperation Agreement between the city of Canandaigua and the Canandaigua City School District.
19. An annual Mock Car Crash Demonstration and Prevention Session is conducted in the spring for seniors. Community partners from many agencies collaborate with high school staff to create a meaningful learning experience.
20. Workplace Violence Prevention Program provides information to all employees about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation.

The goals of this program are:

- To reduce the probability of threats or acts of violence in the workplace, and
- To ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible.

This program outlines the major components of Canandaigua City School District's effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District's commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Canandaigua City School District will not tolerate violence in the workplace. All incidents, complaints, and/ or reports of violence and threats of violence, will be taken seriously because the District is committed to providing its employees with a reasonably safe and secure work environment.

## **2.2 Training, Drills, and Exercises**

### ***Training***

The Canandaigua Police Department shall provide the necessary training considered by the CPD as needed to maintain the skills and knowledge of the SRO in his capacity as a Police Officer. Scheduling of training and/or conferences during the school year shall be coordinated between the school administration and the police supervisor prior to attendance by the SRO at training.

### **Procedures for Annual Safety Training for Staff and Students**

The District understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the District-Wide Safety Plan and Building Level Emergency Plan, the following training and exercise actions should occur.

The District submits certification to the NYSED that all district and school staff have undergone annual training components on violence prevention and mental health. New employees hired after the start of the school year receive training within 30 days of hire. All other school staff receive annual training by

September 15.

All school staff, students, and others deemed appropriate by the school will receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Annual training
  - Review Building Level Emergency Response Plan with staff
  - Conduct full staff briefings on roles to perform during an emergency
  - Ensure all staff have been briefed in the communications and notifications requirements set forth in the BLERP
  - Conduct student briefings on roles they perform during an emergency

### ***Drills & Exercises***

The purpose of drills is to practice staff and student actions during an emergency. At the time that drills are conducted, students and staff shall be informed it is a drill. As practically as possible, parents, guardians, staff and students will be notified at least 24 hours in advance of all drills. Drills shall be conducted in a trauma-informed, developmentally, and age-appropriate manner.

Each school will conduct trauma informed drills that explicitly avoid tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotion or psychological response in staff or students because of previous exposure(s) to trauma.

Evacuation and Lockdown drills shall be conducted with students at least twelve times in each school year, eight of which required drills shall be held between September 1 and December 31 of each such year. Eight of all such drills shall be evacuation drills, four of which shall be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress, such as through different corridors, hallways, stairways, and exit doors. Four of all such required drills shall be lockdown drills. Drills shall be conducted on different days of the week and at different times of the school day. Students shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly, provided, however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly.

One Emergency Dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

Parents, guardians, staff and students will be notified through a Parent Square message at least one week in advance of the Emergency Dismissal drill.

Bus drivers are scheduled to speak in every Primary and Elementary School classroom concerning safety and proper conduct procedures for the students on the buses.

“Tabletop Disaster Drills” will be conducted with State, County and Local emergency response agencies. These drills may involve a thorough critique of the entire District Safety Plan as well as planned responses by emergency response agencies. In addition, a review of potential emergency sites will be conducted

throughout the year involving the District and the community. Upon completion of the drill, a review of the exercise will be conducted. Revisions to BLERP and District-Wide Safety Plans will be completed as needed.

Building Health and Safety Committees will conduct an annual review of their BLERP. In addition, they will evaluate building security and access procedures. Policies and procedures will be reviewed with receptionists at each facility annually.

District Health and Safety Committee will conduct an annual review of the District-Wide Safety Plan. In addition, they will evaluate District-wide building security and access procedures.

District-wide AED training drills will be completed for each building twice a year (October and February). In addition, training sessions for basic certification in CPR and AED's will be scheduled throughout the school year. Bi-annual (2 year) re-certifications will be scheduled as required.

### **AED and Naloxone Protocol**

AED machines are located in all school and district occupied buildings. A map of locations is contained in the BLERP.

AED monthly inspections are conducted by each school building nurses office. The checklist is located in the appropriate nurses' offices. The Primary nurses inspect at District Office. The middle school nurses inspect at the Red House. The Academy nurses inspect at the Operations Center and the Canandaigua Academic and Career Center (CACC). The monthly inspections for the AED machines dedicated to the athletic department are conducted by the athletic office. The checklist for these will be stored in the Athletic Office.

The District participates in an Opioid Overdose Prevention program provided by Ontario County Public Health. Naloxone kits are placed with each AED machine. Any remaining stock is located in the school nurse's office. Each school nurse is trained pursuant to section 3309 of Public Health Law. Monthly inspections are performed by nurses and athletic office.

### **Special Training Procedures Regarding Bus Transportation**

A school bus driver's first priority is the safety of the children on the bus. Bus drivers conduct three (3) New York State mandated drills during the school year, the first being held in the first week of school. The reason and importance of the drills are explained to the students at the beginning of each drill.

Together with the teacher, drivers conduct one in-classroom session for grades K through 5 focusing on proper bus behavior, making good decisions, showing respect for the bus driver and other students, proper procedures for entering and exiting the bus, and crossing the road at school and at home. This bus safety lesson will occur during National Transportation Safety Week.

Bus drivers are required to attend a two-hour refresher course twice during the year covering a variety of topics such as: bullying, dealing with unruly students, teaching respect and healthy lifestyles, administering first aid and CPR, and handling emergency procedures.

## **Procedures for Review and Conduct of Drills to Test Components of the Plan**

Each year, the District will conduct at least one (1) test of the emergency response procedures for each student-occupied facility. Each year a review, involving emergency response agencies, will be conducted to evaluate the various aspects of the District-Wide Safety Plan and emergency procedures outlined therein. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible. A review of potential emergencies and the response by the emergency agencies, with emphasis on existing and potential hazards that affect the entire school District, will be conducted.

## **2.3 Implementation of School Security**

### **Visitor Access**

All entrances to the District buildings are locked during normal business hours. The building receptionist at each main entrance will greet persons entering, identify them, scan the visitor's identification into the Raptor system, have them sign in on a visitor's log and issue a visitor's pass. The receptionist then notifies the individual to be seen and directs the visitor to the correct location, as appropriate.

District staff and faculty are issued photo identification badges that provide entry to rooms and restrict entry to the buildings during other than normal hours. Photo identification is required to be worn at all times unless it interferes with teaching of students. Building principals will enforce this provision. Individuals found without a District identification badge or a visitor's badge will be asked for identification, questioned as to their purpose, and taken to the main office.

### **Video Surveillance**

The District security system constantly monitors access to the facilities during other than normal hours and denies access to unauthorized individuals. Cameras located inside and outside of District buildings are recording daily.

### **Remote Lockdown Capabilities**

Assistant Superintendent for Personnel and Director of Facilities and Operations can lock down all inside and outside doors through the District security system. All Building Principals can lock down all inside and outside doors with badge access.

## **2.4 Vital Educational Agency Information**

Canandaigua City School District maintains certain information about each school building within the District including, but not limited to: school populations, transportation need and emergency telephone numbers of key personnel. In addition, similar information on other district departments as well as the assistance that those departments could provide in the event of an emergency is also maintained at the District level. A list of data and contacts will be updated and made available to key personnel (including all Principals) but is not available to the general public.

## **2.5 Early Detection and Violent Behaviors**

- Building Emergency Response Teams, Post Incident Response Teams, and Behavior Intervention Team will be introduced at the first faculty meeting of each year. Current procedures for referring students will be outlined.

- Building counselors shall establish referral procedures.
- All students shall be encouraged to “tell an adult” about any potential act of violence.
- Students will be encouraged to utilize the Safe Schools Help Line
  - 1-800-4-1-VOICE ext. 359
  - 1-800-418-6423 ext. 359
  - [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)

## 2.6 Hazard Identification

The list of sites of potential emergencies include all school buildings, playground areas, properties adjacent to schools, on and off-site athletic fields, buses and off-site field trip locations. These hazards, and how to handle each issue, will be documented in each BLERP.

### Responding to Implied or Direct Threats by Students, Staff, and Visitors

All threats of violence against any person or property are considered serious. Such threats shall be immediately reported to a supervisor or administrator, who shall immediately contact the SRO who will lead an investigation. The very act of a threat shall be cause for discipline against a student or staff member and immediate removal of a visitor. All threats of violence will be reviewed by the Behavior Intervention Team. Violators will be subject to criminal prosecution upon consultation with District administrators, police investigators, and the District Attorney’s office.

A threat of imminent violence will result in immediate removal from school facilities. Assistance from law enforcement officials may be sought.

## 2.7 Emergency Service Organizations and Local Government Agencies

Canandaigua City School District has established collaborative relationships with vital local and state organizations to maximize resources. School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building and maintaining relationships and community engagement are vital to building a safer school community. CR §155.17(c)(1)(v)

Office	Non-Emergency	Emergency
Canandaigua City Police	396-5035	911
Ontario County Sheriff	394-4560	911
NY State Police	398-3200	398-4100
Canandaigua Fire Department	396-5050	911
Canandaigua Emergency Squad	394-5860	911
Canandaigua City Manager	396-5000	

Canandaigua DPW	396-5060	
Ontario County Fire Coordinator	396-4310	
Ontario County Public Health	396-4343	
Ontario County Probation	396-4222	

## 2.8 School Resource Officers (SROs)

**The position of School Resource Officer is the result of the Municipal Cooperation Agreement between the city of Canandaigua and the Canandaigua City School District.**

The SROs shall be sworn City Police Officers employed by the City.

Day-to-day responsibilities:

- The SRO shall act as educator, counselor, and police officer.
- The SRO shall coordinate all his/her activities with the principal and will seek advice, guidance, and permission from the school administration prior to enacting any program within the school.
- When appropriate and authorized by the Police Supervisor, the SRO may keep the school Principal and Superintendent of School informed of the nature of an investigation of any alleged criminal activities involving students, employees, teachers, or third parties that have allegedly occurred on school grounds.
- Investigations involving possible infractions of the District’s Code of Conduct and the imposition of discipline are the responsibility of the school and district administration. While the SRO may act as a resource to school administration during an investigation, the SRO may not directly question students or assign discipline. The roles of the SRO are listed in the contract between the Canandaigua Police Department and Canandaigua City School District.
- Per NYS Education Department Guideline 155.17, Canandaigua City School District has an MOU with the police department stating that the police department delegates school discipline to CCSD.
- School Officials may conduct searches of student’s property and person as permitted by New York State Law. The SRO should not become involved in administrative searches unless specifically requested by the school to provide security, protection or for the handling of contraband.
- Administrative searches must be at the direction and control of the school principal. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes of have school staff act as their agent.

## Section 3.0

### Preparedness

#### 3.1 Chief Emergency Officer

Each school year, Canandaigua City School District appoints a Chief Emergency Officer. The designated Chief Emergency Officer is responsible for:

- coordination of the communication between school staff, law enforcement, and other first responders;
- lead the efforts of the district-wide school safety team in the completion and yearly update of the District-Wide School Safety Plan and the coordination of the District-Wide plan with the Building Level

- Emergency Response Plans;
- ensure staff understanding of the District–Wide School Safety Plan;
- ensure the completion and yearly update of Building Level Emergency Response Plans for each school building;
- assist in the selection of security related technology and development of procedures for the use of such technology;
- coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- ensure the completion and yearly update of Building Level Emergency Response Plans by the dates designated by the commissioner.

**Name: Brian Nolan**  
**Assistant Superintendent of Personnel**  
**Email: Nolanb@canandaiguaschools.org**  
**Phone number: 585-396-3720**

### **3.2 District Wide School Safety Team**

The District-wide school safety team is appointed by the Board of Education each year. The district-wide school safety team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The District-Wide School Safety Team was appointed by the Board of Education on: July 7, 2022 CR §155.17(b)(14)

#### **District Wide School Safety Team (as of 7-1-2023)**

John Polimeni – Member, Board of Education	Brian Nolan – Asst. Spt. Pers. & Support Services
Cara Carr Nurse, Academy	Mary Casella – Nurse, Primary School
Jacqui Tessena Nurse, Elementary School	Lorraine Ryan – Nurse, Middle School
	Kelly Smith – Nurse, Middle School
Mike McClain – Dir. Facilities & Operations	Seth Clearman – Director of Transportation
	Vince Delforte – School Resource Officer
Frank Magnera – Fire Chief	Ben Cramer – Fire Department
	Eric Jordan – Academy Asst. Principal
Michelle Reynolds – Primary Asst Principal	Lindsay Lazenby – Elem Asst. Prinicpal
Vernon Tenney – Coordinator of Support Services	

### **3.3 Emergency Operations Group**

During an emergency, the Emergency Operations Group shall function under the command of the Superintendent of Schools and the District’s Chief Emergency Officer. The District’s Chief Emergency Officer will be designated at a Board of Education meeting annually. Under normal circumstances, the District’s Chief Emergency Officer will be the Assistant Superintendent for Personnel.

### 3.4 Central Office Management Team

The Central Office Management Team includes the Superintendent and all Assistant Superintendents. This group may be activated to provide assistance to any building in need.

### 3.5 Command Post

**During an emergency, the Superintendent or Chief Emergency Officer may activate the Emergency Operations Group when necessary, and they will meet at a designated location. In addition to the Emergency Operations Group, the Superintendent may summon extended Cabinet members and resources to report to this location. This designated location will be referred to as the Command Post although the exact location may vary depending on the type and extend of the event.**

## Section 4.0

### General Response Procedures

#### General Response Actions for Emergencies

Subsequent sections of this District-Wide School Safety Plan outline specific response actions for individual emergency situations. If an emergency situation occurs at the building-level, it is the responsibility of each and every District employee to take those actions which are geared toward preserving the health and safety of all students, staff and visitors. Specific detailed responses are listed in each individual BLERP.

### 4.1 Definitions

**Shelter or Shelter in Place** means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

**Hold or Hold-in-Place** means to restrict movement of students and staff within the building while dealing with short term emergencies.

**Evacuation** means moving students for their protection from a school building to a predetermined location in response to an emergency. This includes Fire Drills.

**Secure Lockout** means when students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside the school.

**Lock-down** means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lock-down will only end upon physical release from the room or secured area by law enforcement. A lock-down is initiated during incidents that pose an immediate threat of violence in or around the schools.

### 4.2 Concept of Operations



The overall strategy of a District-Wide Emergency Response Plan and BLERPs is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. These plans are based upon the concept that the incident management functions that must be performed by the school staff generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

### **4.3 Implementation of the Incident Command System (ICS)**

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. 8 NYCRR Section 155.17 (e)(2)(v) requires a definition of a chain of command consistent with the Incident Command System.

### **4.4 Initial Response**

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the BLERP.

### **4.5 Organization and Assignment of Responsibilities**

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. The Building Level Emergency Response Team will be used to delegate these tasks.

### **4.6 Direction, Control and Coordination**

#### **Coordination with Responders**

In the event of an incident involving outside agencies, a transfer of command from the school Incident

Commander to a responding agency will occur when the agency arrives on the scene.

### **Use of Resources**

The school will use its own resources and equipment to respond to incidents until emergency responders arrive. It will be the responsibility of the Emergency Operations Group and the Central Office Management Team to help secure these resources.

## **4.7 Administration, Finance, and Logistics**

### Agreements and Contracts

If school resources prove to be inadequate during an incident, the district will request assistance from local emergency agencies, other agencies and industry in accordance with existing relationships and agreements. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized district officials.

## **4.8 Communication During Emergencies**

The school will contact and maintain communications with parents, the media and emergency responders during an incident. The Superintendent, Chief Emergency Officer, or Director of Communications and Advisement will be the only individuals authorized to coordinate the release of information to ensure information is consistent, accurate, and timely. Communication procedures are detailed further in the BLERP. CR §155.17(c)(1)(ix)

In the event of a pending emergency, the following means of communication may be used in order to disseminate pertinent information:

- Telephone, fax, e-mail, local media, NOAA weather radio, Emergency Alert System (EAS), ParentSquare, District website.

## **4.9 Multi-Hazard Response**

There are many variables that could impact the manner in which the Building Level Emergency Response Team responds to a particular occurrence. These variables could include but are not limited to: time of year, time of day, weather, age of student(s) involved, location of student(s), anticipated delay from emergency responders, availability of support personnel and availability of transportation. Therefore, it is not practical to try to map out the steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing the loss of life and injury of students and school staff.

The building Principal or their designee is designated as the Incident Commander of their school during a crisis situation until relieved by a higher authority. The Principal or designee will provide leadership, organize activities and disseminate information with the assistance of the COMT or Chief Emergency Officer.

In most instances where this level of school response is warranted, the school will be seeking assistance from other emergency responders in resolving the situation. As such, the immediate objective is generally to

contain the incident and successfully manage it until the emergency personnel arrive.

#### **4.10 Responses to Acts of Violence: Implied or Direct Threats**

All staff members are required to notify the building administrator of any violent incident. The building administrator will determine the seriousness of the situation and contact SRO/law enforcement immediately if the situation warrants. However, in an emergency, any staff member may call 911.

Prior to the arrival of law enforcement representatives, the building administrator will make every effort to **restrict access to the crime scene** in order to preserve evidence. Upon arrival of law enforcement officials, they will take over this responsibility with the full support of the building administrator.

#### **Responding to Acts of Violence**

##### 1. Student Fights

Staff discovering a fight should:

- Order the students to cease and desist.
- Immediately report the fight to the office by telephone, school radio, or, if necessary, send a student to report the incident.
- Assess any personal risk.
- Refrain from personal involvement until a preponderance of force reduces personal risk.
- Defer to administrators/supervisors and assist in crowd control.

#### **Police Involvement**

If a staff member believes a student fight poses a serious, imminent risk, and staff or administration cannot control it, **a staff member should call 911.**

#### **Administrative Involvement**

Upon arrival at the scene, the building administrator shall take control of a situation unless police are present. The building administrator shall attempt to end the fight and move the participants to another area. If personal involvement is required, the building administrator shall attempt to amass a preponderance of force to handle the situation.

##### 2. Weapons

As per the District Firearms and Weapon policy (Policy Number 5050), no student, staff member or visitor is to be in possession of any firearm or weapon at any time on school grounds, in school buildings, or at school events unless there is a clear and specific educational purpose and that purpose has been approved by a school principal.

#### **When Confronted with an Armed Person**

- Try to stay calm.
- If safely possible, leave the area with your students or barricade in a safe location.
- In the event of a firearm, try to safely place as much distance as possible between you and the individual.
- Immediately call 911, notify the office and seek assistance.

#### **Administrative Responsibility**

- In all cases of students, staff or visitors brandishing or suspected of having a weapon,

SRO/police will be called.

- The individual will be closely observed until police arrive.
- At the decision of an administrator, any time there is reasonable suspicion that a student is in possession of any weapon, the administrator may implement search procedures. A search should be carried out with two or three other same-sex adults. The search may include a pat down of the student's person and backpack as well as a locker search. If the student is non-cooperative with the search, SRO/police will be called. In case of a suspected firearm, SRO/police will be called first.
- In all cases involving weapons, the Superintendent of Schools will be notified.
- When necessary, lockdown procedures will be implemented.

### **Acts of Violence by Others**

An act of violence by a non-student or any visitor to the school District will always be immediately reported to police authorities. All other guidelines in this plan shall pertain.

### **Post-Incident Responsibility for ALL acts of Violence**

After any violent incident, appropriate disciplinary measures shall be enforced by the building administration. In all cases, parents shall be informed. SRO/Police will be informed regarding any serious issue of violence or any time the incident constitutes a crime under the NYS Penal Law or any time a student or parent requests that police be informed.

#### **1. Contacting Parents Regarding Violent Incidents**

For incidents involving one or more students, the building administrator shall notify the parents of all students involved as soon as possible regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy, all parents will be notified of the circumstances of the incident as soon as possible.

#### **2. Obtaining Written Statements**

Administrators or the police investigators may take statements and supporting depositions, in written form, if deemed necessary. When juveniles, who are under the age of 16, are being questioned by the police on school property, parents and/or school officials must be present. In all incidents, parents must be notified of the involvement of the police department.

#### **3. School Resource Officer Office**

The School Resource Officer office is considered an officially designated space for police business.

## **4.11 Specific Response Protocols**

The District has established appropriate response actions to a variety of emergency situations. These responses are detailed in each BLERP as recommended by the NYSED Safe School's guidance.

## **4.12 Obtaining Advice and Assistance from Local Government**

In the event of an emergency where additional assistance or assets not readily available to the district are needed, the Superintendent of Schools, COMT or the Chief Emergency Officer will provide assistance.

Canandaigua City School District is partnered with the City of Canandaigua, Towns of Canandaigua, Farmington and Hopewell for these specific circumstances.

### **4.13 District Resources Available During An Emergency**

The district has identified district-based resources that may be available during an emergency. These resources are available through the Superintendent or Chief Emergency Officer and Director of Facilities and Operations or Director of Transportation..

### **4.14 Emergency Responses**

Functional Annexes focus on the critical operational functions and the courses of action developed to carry them out. In New York State, to ensure consistency, schools are provided with standardized definitions. These annexes are defined in detail in the BLERPs. Other Annexes available and listed in this section are Crime Scene Management, Communications, Accounting for all persons, Continuity of Operations, and Recovery. The Medical Emergency Annex has its own section in the District-Wide Safety Plan.

### **4.15 Crime Scene Management**

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures are outlined in the BLERPs.

### **4.16 Emergency Evacuation of Non-Ambulator Individuals**

Each building Principal is responsible for identifying non-ambulatory staff or students. This includes assigning an area of rescue assistance for such person on floors above or below the level of discharge. Since BLERPs are provided to local emergency responders, this information will be readily available during an emergency.

### **4.17 Accounting for All Persons**

The Building Level Emergency Response Plan has procedures in place to:

- Take attendance and report to the Incident Commander when class relocates inside the building or an evacuation takes place.
- Report to the Incident Commander when a student, staff member, or guest cannot be located.
- Dismiss students if they have been relocated.

### **4.18 Family Reunification Plans**

During any building evacuation it is important to have a family reunification plan. In general, families should be reunified at each building's evacuation site and will require assigned personnel and plans that should be

detailed in each BLERP.

#### **4.19 Crises Occurring Outside Normal School Hours**

Due to the many uncertainties about building occupancy during those times when school is not in session, it is difficult to prescribe a specific course of action that will remedy any and all crises occurring within that time frame. Building Principals, Athletic Director, and/or onsite supervisor will notify the Chief Emergency Officer of the crisis and appropriate actions will be taken.

In the event of an emergency, any staff on the scene should call 911.

#### **4.20 Procedures for Informing Other Educational Agencies of an Emergency**

1. The BLERP includes actions and duties for the Building Principal or designee to contact the other school buildings, transportation, and operations during an emergency
2. The Superintendent and/or Chief Emergency Officer will evaluate the impact of an emergency on other educational agencies and inform them of the emergency.
3. If contact with other educational agencies cannot be made, the Superintendent and/or Chief Emergency Officer will contact the Canandaigua Police for assistance in communicating information to these educational facilities.

#### **4.21 Procedures for Sheltering Students, Staff and Visitors**

In the event that it becomes necessary to shelter students, staff, visitors, or other individuals, the building Principal, Superintendent or Chief Emergency Officer will work in tandem to arrangements for adequate supervision of the students under their direction and to make provisions for building custodial and/or maintenance and food services. It shall be the responsibility of the Superintendent or Chief Emergency Officer to inform appropriate police, Red Cross, and emergency preparedness officials.

#### **4.22 Medical Emergencies and Mental Health**

A medical emergency is a result of a minor or major illness, or injury to an individual, and can be of such severity as to be life threatening, or merely cause the victim discomfort or pain. The District does not expect unlicensed staff to provide medical care. The District does expect unlicensed staff to call for emergency assistance (e.g., 9-1-1, school nurse) and stay with the victim until help arrives. In each case, the guiding principles are to provide appropriate care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment that will attempt to protect the life and comfort of the victim until authorized medical treatment is available, or in the case of a student, until the child is placed under the care of the parent or guardian. Staff should use judicious avoidance and standard precautions in managing all emergencies. School nurses follow their standard district policies, procedures and training not listed in this section.

The number of medical emergencies that can develop is potentially endless. Each BLERP will designate Building-Level Response Teams that may be used to respond in a medical emergency.

Canandaigua City School District has developed procedures for contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide or suicidal ideations. When a staff member notices signs of mental health issues or signs of suicide or suicidal ideations, they should report those signs or issues to an administrator or mental health team member immediately and without delay. The administrator will investigate the issue with mental health team members. The district has established procedures that include the use of the Columbia Rating Scale and contact parents with available resources as necessary.

## **Section 5.0 Recovery**

### **5.1 District Support for Buildings**

In addition to support during an emergency, the District will use all resources at its disposal to support the Emergency Operations Group, Emergency Response Teams and the Post-Incident Response Teams in the affected school(s) after the incident has been resolved to the point where recovery of normal operations can commence. Additional support includes but is not limited to mental health services, building security and facility restoration.

### **5.2 Trauma, Illness and Grief**

Each Building's Trauma Illness and Grief team is a group of administrators, counselors, psychologists, social workers, nurses and other staff members who have received specialized training in responding to the emotional needs of children, teachers, and other school personnel, which arise from trauma, violence, illness, grief and loss.

### **5.3 Disaster Mental Health Services**

In addition to the District mental health services, the Emergency Operations Group will assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams, in the affected school(s). This may take the form of seeking out additional local support or could, if warranted, involve accessing federal and state mental health resources as well.

### **5.4 Review and Debriefing**

The involved school's Building Level Emergency Response Team will meet to review the specific incident to determine if the school's BLERP was adhered to and if any improvements are needed to enhance the plan. This review may, depending on the nature and degree of the incident, include input from the Emergency Operations Group and/or representatives of local emergency response agencies.

### **5.5 Post-Incident Response**

The Post Incident Response Team shall include counselors, representatives from local agencies and the

community at the direction of the Superintendent, Chief Emergency Officer or designee, and will have the responsibility of assisting the school community and guiding staff and administration in coping with the aftermath of a serious violent incident or emergency. It is likely, however, that these duties and responsibilities will be shared by members of the Trauma, Illness and Grief Team, Building-Level Emergency Response Team, and the remainder of the school community.

## **5.6 Continuity of Operations Plan (COOP)**

As part of the COOP, the District will use resources to:

- Identify primary and secondary relocation sites for each building that meet the needs of the school.
- Re-establishing essential functions, such as restoration of school operations, and maintaining the safety and well-being of students and the learning environment.
- Ensuring students receive applicable related services in the event of a prolonged closure.
- Protect vital documents and make them available at alternate sites.
- Identify personnel to assist in developing COOP and training them.
- Identify resources available to students and staff for online learning in case schools may not be occupied

## **5.7 District Response to Declared Pandemic**

**Essential Personnel and Staff:** In the event of a state-ordered reduction of in-person workforce the district would use a remote learning educational delivery model. The employees that would continue to be needed on campus would be custodians and maintenance/grounds staff to clean, disinfect, and to keep buildings and grounds operational. Technology department staff would be needed to support the Information Technology needs of the district. Food Service staff would be needed to prepare and distribute meals. Various Administrative titles may need to work from campus on a given day depending on need. Those titles include Superintendent, Assistant Superintendents, Directors, Principals, District Clerk, and selected Business Office Personnel. Other employees would work from home to support the virtual learning educational delivery model.

**Telecommuting Protocols:** The district has provided the following employees with either a laptop or Chromebook to enable them to work from home; Administrators, Clerical, Teachers, Nurses, Occupational Therapists, Physical Therapists, Librarians, Counselors, Psychologists, Social Workers, Speech Language Pathologists, Teaching Assistants, and Prevention Services Specialist. The employees are able to log into the district's network from home and access all software and programs as though they were working on campus. Employees have been instructed on how to forward calls from their work telephone, and how to change their voicemail message.

**Overcrowding Reduction Protocol:** The employee groups Custodial, Technology, Food Service will have no more than 50% of their employee group work on campus at a time. They will be scheduled by the Director of Technology, Director of Facilities, and Food Service Director. The employee groups Maintenance and Grounds may have more than 50% of their employees continue to work from campus depending on needs.

**PPE Procurement:** The Director of Student and Administrative Services coordinates the district's efforts to ensure the proper supply of PPE is obtained. He receives weekly updates on the PPE supply in each of the



district's buildings and orders enough PPE to ensure that at least two pieces of each type of PPE is available for each essential employee for more than 6 months. The supply of PPE is housed at District Office where the Director of Student and Administrative Services is located, and is distributed to buildings as needed.

Exposure Protocol - Employee or Contractor: In the event an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, or exhibits symptoms, that employee if on campus will be isolated. If the employee is okay to drive they will be sent home. If they are not okay to drive, their emergency contact will drive them home. The employee will be directed to stay home until they are released per Ontario County Public Health guidelines at the time. If the employee is home when it is learned they were exposed to a known exposure, or they exhibit symptoms, or they test positive, they will be directed to stay home until they are released per Ontario County Public Health guidelines. The employee will use their own collectively bargained accrued time unless there is State or Federal leave made available for the public health emergency.

Essential Employee Work Hours and Locations: A work schedule will be developed and tracked by the Director of Facilities, Director of Technology, and Director of Food Service, and approved by the Assistant Superintendent for Personnel.

Essential Employee Emergency Housing: The district will work with Ontario County Public Health regarding emergency housing.

## **Section 6.0**

### **Building Level Emergency Response Plans**

#### **6.1 Plan Development and Maintenance**

Each Canandaigua City School District Building Level Emergency Response Plan will be developed by the Building Level Emergency Response Team. A Building Level Response Team and Post Incident Response team will also be appointed. The Building Level Emergency Response Team is responsible for the overall development, maintenance, and revision of the Building Level Emergency Response Plan and for coordinating training and exercising the BLERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

#### **6.2 Distribution of the Plan**

NYCRR Section 155.17 mandates that a copy of the BLERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption. This function will be completed by the Director of School Safety and Security.

Send Building Level Emergency Response Plans to:

New York State Police Headquarters – Field Command Attn: Safe Schools NY  
1220 Washington Avenue, Building 22  
Albany, NY 12226  
Or by email to: [info@safeschools.ny.gov](mailto:info@safeschools.ny.gov)

## **6.3 Record of Distribution**

Copies of the BLERPs, including appendices and annexes are distributed to each school staff member, Canandaigua and VA fire departments, Canandaigua Police Department, Ontario County Sheriff's Office and the New York State Police.

## **Section 7.0 Emergency Closing and Early Dismissal**

### **7.1 District Closings**

The decision to close school is based on the nature of the emergency and the expected impact the emergency will have on student safety and welfare. Most often, school closings are the result of inclement weather conditions that adversely affect the safety of student walkers or bus riders.

The Superintendent or designee will make every effort to decide school closings in a timely manner. All school closings will be communicated to families using ParentSquare, email and posted on the District Website. They will also be reported to local radio and television stations for broadcast.

Whenever the Superintendent or designee close District schools, private, parochial and out of district schools may remain open. Typically, no transportation will be provided to any area school in or out of the district when Canandaigua School District closes for an emergency.

### **7.2 District Evacuations and Early Dismissal Procedures**

Each building shall establish individual evacuation and sheltering procedures. See Building Emergency Preparedness Plan.

1. Emergency notification and health information will be moved to evacuation sites.
2. Medical assistance shall be coordinated through the F.F. Thompson Health System. Building nurses shall be the medical liaison for each building.
3. Parents shall receive information regarding official designated radio and television stations for emergency information as well as the County Emergency 911 center. The Director of Advisement and Communications will notify the Media (listed below) of any information as may be necessary to keep parents updated as to locations of students, pick up instructions, or other relevant information.

WHAM - 1180 AM  
WCGR - 1550 AM  
WYLF - 850 AM  
WGVA - 1240 AM  
WARM - 101.3 FM  
WCMF - 96.5 FM  
Daily Messenger

WHAM - Channel 13 TV  
WHEC - Channel 10 TV  
WROC - Channel 8 TV  
Spectrum News - Cable Channel 14  
WPXY - 97.9 FM  
ZONE - 94.1 FM  
Democrat and Chronicle

4. Director of Advisement and Communications will update the District's website with any pertinent and available information as soon as possible.
5. Parent Square will be used to contact Parents, Staff and Students as soon as possible.

### **Closing School – Go Home Early**

The implementation of a Go Home Early Plan is imperative when a situation requires the District to return students to their homes and families as quickly as possible. An example of a condition that might require this plan to be implemented would be an impending blizzard, making it extremely hazardous to transport students' home at their normal time.

### **Go Home Early Plans for all school District buildings can be found in the site-specific school building "Emergency Management/Disaster Plans"**

### **7.3 Emergency Remote Instruction Plan**

The following items are the minimum components required by regulation. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction. §155.17(c)(1)(xxi)(a)

1. How will the district ensure that all students have access to a computing device?
  - a. All students in grades 6-12 have a district Chromebook assigned to them
  - b. Students in grades K-5 will either have a Chromebook or iPad available to them.
2. How will the district disseminate computing devices to students?
  - a. In the event of requiring ERI, schools will send each K-5 students home with a Chromebook or iPad. The technology department will coordinate with schools to provide designated pickups for children who do not receive the computing device.
3. How will the district communicate with families about the dissemination of computing devices?
  - a. The above information will be electronically sent to all parents and guardians via ParentSquare and via an automated phone message. The district will also utilize social media to communicate.
4. How will devices be serviced and/or replaced?
  - a. Throughout ERI, the district will maintain a tech-help line and system in the event any student is experiencing technology issues. Centralized in person tech support will be opened at designated locations.
5. If not using computing devices, how will students participate in synchronous instruction?
  - a. In the event of no computing devices, students will receive paper copies of work and notes for asynchronous learning experiences. Depending on the length of emergency closure, the district would attempt to schedule check-ins with students.
6. Is your plan consistent with the information provided by families in the Student Digital Resources data collection?
  - a. Yes

Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity. §155.17(c)(1)(xxi)(a)

7. How will the district determine the need for access to internet in students' places of residence?
  - a. The district maintains a list of families who reported as not having sufficient internet access at home to support ERI on the annual digital equity survey. School administration, social workers and technology department members coordinate efforts to contact these families to arrange pick up or delivery of a wifi hotspot to support ERI.
8. How will the district ensure that all students have access to internet?
  - a. We will ensure all students have access to the internet to support ERI by providing open wi-fi in all school parking lots, identifying individual family need and providing hotspots as detailed above, and promoting free, public access wifi sources in the community
9. How will the district work with community organizations and local public spaces to ensure students have access to Wi-Fi access points?
  - a. Wood Library and several local establishments provide free wifi. During an extended ERI, the district would collaborate with local and county wide agencies to provide local wifi spots.

Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. §155.17(c)(1)(xxi)

10. How will the district ensure that school staff has the necessary tools, including device and Wi-Fi, to deliver emergency remote instruction from their places of residence?
  - a. School staff would be invited to self-identify any tool or technological need upon shift to ERI. The district also would encourage staff to use the tech help portal for any additional technological need. This information would be shared with staff via ParentSquare and Email upon institution of ERI.
11. What portion of the school day will be spent on synchronous instruction?
12. What portion of the school day will be spent on asynchronous instruction?
  - a. Instruction will be a blend of asynchronous and synchronous learning experiences for students and the volume will be modified to support access and time management across grade levels.
  - b. If the ERI is less than two weeks, 100% of the instruction would be remote. If the ERI is more than two weeks, the following schedule would be implemented:
  - c. Monday - Asynchronous instruction Learning materials provided to student to access asynchronous in Schoology (Grade 3-12) or Seesaw (Grades UPK-2)
  - d. Tuesday - Synchronous instruction via zoom based on school routine schedule
  - e. Wednesday - Asynchronous instruction Learning materials provided to student to access asynchronous instruction in Schoology (Grade 3-12) or Seesaw (Grades UPK-2). Teachers would hold office hours
  - f. Thursday - Asynchronous instruction Learning materials provided to student to access asynchronous in Schoology (Grade 3-12) or Seesaw (Grades UPK-2)
  - g. Friday - Synchronous instruction via zoom based on school routine schedule
  - h. Notes: All students would have two live lessons and one optional live office hours per week. Rotation of lessons would account for A day and B Day classes each week.
13. How will instruction be personalized to support students individualized needs, including supporting ELL/ML students?
  - a. Students with accommodations (via an IEP) or related services (such as OT/PT, Speech, TOD) will be met/delivered through virtual means. Aide support may be provided virtually if making this preference.

- b. Our clinicians and school counselors will provide students with social-emotional support, academic/school counseling, etc. either in-person or virtually as needed
  - c. Special Education providers will continue to reach out directly to the families and students with IEPs. All direct and related service providers (speech, occupational/physical therapy, and psychologists) will develop approaches that include the following:
    - d. Appropriate skill-building work and/or differentiation of classroom teacher assignments;
    - e. Clear guidance on how to contact them in case of questions or concerns; and
    - f. Regular check-ins to consult on how to help children structure their time and continue to review and advance their skills while in-person or at home. Teachers will engage in progress monitoring to monitor student growth.
    - g. We encourage all parents who have questions to reach out to any of their special education teachers, related service providers, etc. via email or Parent Square.
14. What training is provided to teachers in order to help adapt their instruction to the district expectations?
- a. The Canandaigua Professional Development plan outlines continued professional learning for staff in many areas, among which are engagement, effective instructional strategies, and implementation of technology to enhance teaching and learning.

A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate. §155.17(c)(1)(xxi)(c)

15. How will the district determine which students for whom remote instruction via digital technology is not appropriate?
- a. The Office of Instruction will work with the office of Special Programs and ENL departments to determine student needs and the appropriateness of remote instruction being used via digital technology.
16. How will the district provide synchronous instruction for those students for whom remote instruction by digital technology is not appropriate?
- a. Students will receive paper copies of work and notes to support their asynchronous learning experiences. Depending on the type of emergency closure the district will attempt to schedule periodic in person check-ins with the students.
17. How will the district provide synchronous instruction for those students who do not have adequate internet access?
- a. The district will provide internet hotspot devices to families who do not have adequate internet access.

A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education. §155.17(c)(1)(xxi)(d)

18. How will the district ensure that special education and related services will be provided remotely?
- a. During ERI lasting more than two weeks, remote instruction will provide a consistent schedule of synchronous and asynchronous instruction and opportunities for services to support the unique needs of students with disabilities.
19. How has the district coordinated with special education teachers, support staff, and service providers in the district to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment?

- a. Staff have received professional development with digital instruction and resources to provide an equivalent level of quality of instruction and services as students would receive in an in-person model.

For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

This provision allows for districts to determine the number of hours per day that the district plans to provide instruction during emergency remote learning.

Between synchronous and asynchronous work, the district will provide an amount of instruction that is comparable to the hours of a typical school day and may vary based on student schedules and course load.

- 20. How many hours of instruction will the district plan to claim for each day of an emergency closure?
  - a. Between synchronous and asynchronous work, the district will provide an amount of instruction that is comparable to the hours of a typical school day and may vary based on student schedules and course load, which would be up to 6 hours.

## 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 Girls Volleyball team. This will include girls who are actively on the varsity volleyball roster at Canandaigua Academy in grades 10 - 12 during the Fall of 2024.

### Summary of Trip:

The girls varsity volleyball team would like to compete in the 2024 VolleyHall Classic Volleyball tournament on Sunday, October 13, 2024 at the American International College in Springfield, MA. The 2024 VolleyHall Classic volleyball tournament features 36 of the top high school girls volleyball teams in the NorthEast. Springfield, MA is also the home of the International Volleyball Hall of Fame Museum and will be a great exposure to both our team and individual players. The team would plan to travel to Springfield on Saturday, October 12, 2024 where we will stay the night in a hotel local to the playing venue. Our booster club will cover costs for rooms for the girls, as well as a large team dinner Saturday night. The team will then look to participate in the VolleyHall tournament on Sunday, October 13th from 8:00am - 1:00 pm. We would travel home upon completion of the tournament.

### Name of Trip Coordinator:

Daina Marsh

### Trip Coordinators Email:

Daina Marsh

### Trip Coordinators Phone Number:

315-450-4381

### Destination of Field Trip:

Springfield, MA

### Departure Date and Approximate Departure Time:

Saturday, October 12th at 8:00 am.

### Return Date and Approximate Return Time:

Sunday, October 13, 2024 at 8:00 pm

### Number of Students Expected to Attend:

14-16 students depending upon roster size.

# 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

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### Office Use Only

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



**Number of Chaperones:**

1-2

**Mode of Transportation:**

Parents will drive or carpool athletes; we would work with the athletics office for permission slips if students needed to carpool.

**Accommodations:**

Fairfield Inn and Suites

229 Whiting Farms Road, Holyoke, MA 01040

<https://www.marriott.com/en-us/hotels/bdlho-fairfield-inn-and-suites-springfield-holyoke/overview/>

**Refund Policy/ Insurance Information:**

We are able to cancel the hotel rooms up to 24 hours in advanced with a full refund of finances.

**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 2024 VolleyHall Classic volleyball tournament features 36 of the top high school girls volleyball teams in the NorthEast. Springfield, MA is also the home of the International Volleyball Hall of Fame Museum and will be a great exposure to both our team and individual players. The purpose of the trip would be for the team to experience high level competition outside of section V, and have exposure to potential college coaches for recruitment. The trip will also serve as a team bonding experience as we will include dinner, museum trip, and site seeing.

Attach or copy/paste a detailed Itinerary Below

## **Team Trip Itinerary for Canandaigua Girls Volleyball Team to Springfield, MA for the VolleyHall Tournament**

**Purpose**

To participate in the VolleyHall Classic Volleyball Tournament from October 12, 2024 to October 13, 2024 in Springfield, MA.

**Team Roster**

2024 Varsity Girls Volleyball Team + Coaches

**Travel Details****Departure:**

- **Date:** 10/12/24
- **Time:** 8:00 am
- **Location:** Canandaigua Academy
- **Mode of Transportation:** Carpool
- **Transportation Provider:** Parents + Approved Chaperones

## Return:

- **Date:** 10/13/24
- **Time:** 8:00 pm
- **Location:** Canandaigua Academy
- **Mode of Transportation:** Carpool
- **Transportation Provider:** Parents + Approved Chaperones

## Accommodation Details

- **Hotel Name:** ~~Fairfield Inn and Suites~~
- **Address:** ~~229 Whiting Farms Rd, Holyoke, MA 01040~~
- **Phone Number:** ~~(413) 533-2800~~
- **Check-in Date:** ~~October 12, 2024~~
- **Check-out Date:** ~~October 13, 2024~~

Hampton Inn and Suites  
851 East Columbus Ave Springfield MA  
01105

phone# 413-310-2300

check in Date - October 13, 2024

check out Date - October 14, 2024

## Schedule of Activities

### Day 1: 10/12/24

- **7:30 AM:** Meet at Canandaigua Academy
- **8:00 AM:** Depart for Fairfield Inn and Suites
- **11:30-12:00 PM:** Lunch break
- **2:00 PM:** Arrive at Fairfield Inn and Suites, Check-in
- **2:30 PM:** Leave for VolleyHall of Fame Museum
- **6:00 PM:** Dinner
- **8:00 PM:** Team bonding activity at Hotel / free time
- **10:00 PM:** Lights out/Curfew

### Day 2: 10/13/24

- **7:00 AM:** Breakfast at Hotel
- **7:30 AM:** Depart for Tournament at American International College
- **8:00 AM - 1:00 pm:** Tournament games -- Sandwiches / Wraps for lunch throughout the day
- **1:00 PM:** Shower at venue, prepare to leave for home
- **1:30 PM:** Depart Tournament Venue for Canandaigua Academy
- **5:00 PM:** Stop for Break
- **8:00 PM:** Arrive back at Canandaigua Academy

Attached is a sample schedule of the tournament play:

**SUNDAY, OCTOBER 8 (WAVE 1)**

	COURT 1	COURT 2	COURT 3	COURT 4	COURT 5	COURT 6	FORMAT
8:00am	1v4	2v5	3v6	1v4	2v5	3v6	2 - 25pt 4-4
8:50am	1v2	3v4	6v5	1v2	3v4	6v5	2 - 25pt 4-4
9:40am	1v3	6v2	5v4	1v3	6v2	5v4	2 - 25pt 4-4
10:30am	<b>ALL TEAMS - BREAK UNTIL 11:15AM</b>						
11:15am	1v6	5v3	4v2	1v6	5v3	4v2	2 - 25pt 4-4
12:05pm	1v5	4v6	2v3	1v5	4v6	2v3	2 - 25pt 4-4
	<b>PLAYOFFS</b>						
	Gold	Silver	Bronze	Flight 1	Flight 2	Flight 3	
	COURT 1	COURT 2	COURT 3	COURT 4	COURT 5	COURT 6	FORMAT
1:00pm	1A v 1B	2A v 2B	3A v 3B	4A v 4B	5A v 5B	6A v 6B	21-21-15

**Budgeted Costs/Fundraising:**

The Canandaigua Girls Volleyball Booster program has agreed to support the students and team on this trip by paying for travel and lodging accommodations. They have also budgeted to cover a team dinner on Saturday night and tickets to the VolleyHall of Fame Museum.

<b>Cost per Student</b>	
<b>Package Amount</b>	<b>Total per student = 135</b>
<b>Or Breakdown Amount - Price per Student</b>	
Travel/ Transportation	0
Lodging	75.00
Breakfast	0.00
Lunch	10.00
Dinner	15.00
Other Expenses ( <i>explanation</i> )	25.00 - snacks, Gatorade, Volleyball hall of fame tickets
<b>Cost of Trip per Student</b>	<b>135.00</b>
<b>Less Club Contribution</b>	<b>-125.00</b>
<b>Less Expected Fundraising</b>	<b>-0.00</b>

Final Cost to Student	= \$10.00
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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.

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Name of Trip Coordinator

Signature of Trip Coordinator

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Date

## General Trip Tips - Review Initially

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 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.
  - 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
  - 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 roll call at designated areas and times, you should also remain in contact with your group at all times.

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

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

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

1. Immediately after attendance is taken on each bus
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.

## Sundlov, Deborah

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**From:** Chapman, Caroline  
**Sent:** Monday, August 19, 2024 7:11 AM  
**To:** Sundlov, Deborah  
**Subject:** Athletic Hall of Fame - By Laws Amendment  
**Attachments:** Athletics Hall of Fame By-Laws .pdf; Sports Hall of Fame ByLaws - Older.pdf

Good morning,

The Hall of Fame Committee would like to ask for the adoption of the new bylaws which were an attempt to simplify the language and are modeled after the bylaws for graduates of distinction and the visual and performing arts hall of fame.

Significant Changes:

- The name has been changed from Canandaigua Sports Hall of Fame to Canandaigua Athletic Hall of Fame as that is what is on the wall of Canandaigua Academy.
- The eligibility and selection criteria sections were combined as the group found them to be repetitive and redundant.
- In selection criteria, language was added to nominations that "no self nominations" will be taken.
- In selection criteria, the language for coach was changed from five years to ten years and added the language that they are no longer coaching.
  - This was added as it could be very challenging if someone was nominated as a coach and is not inducted and the athletic department has to continue to work with them.
- In selection criteria, the categories of contributors and special categories were combined. This category allows for some flexibility.

The document was last updated and amended in June of 2009. Please let me know if you need further information.

THANK YOU,

Caroline Chapman  
Director of Athletics & Communications  
Canandaigua City School District  
(585) 396-3825  
[www.canandaiguaschools.org](http://www.canandaiguaschools.org)  
*One Community, Transforming Lives*  
*@CAGrayWolves @CanandaiguaCSD*

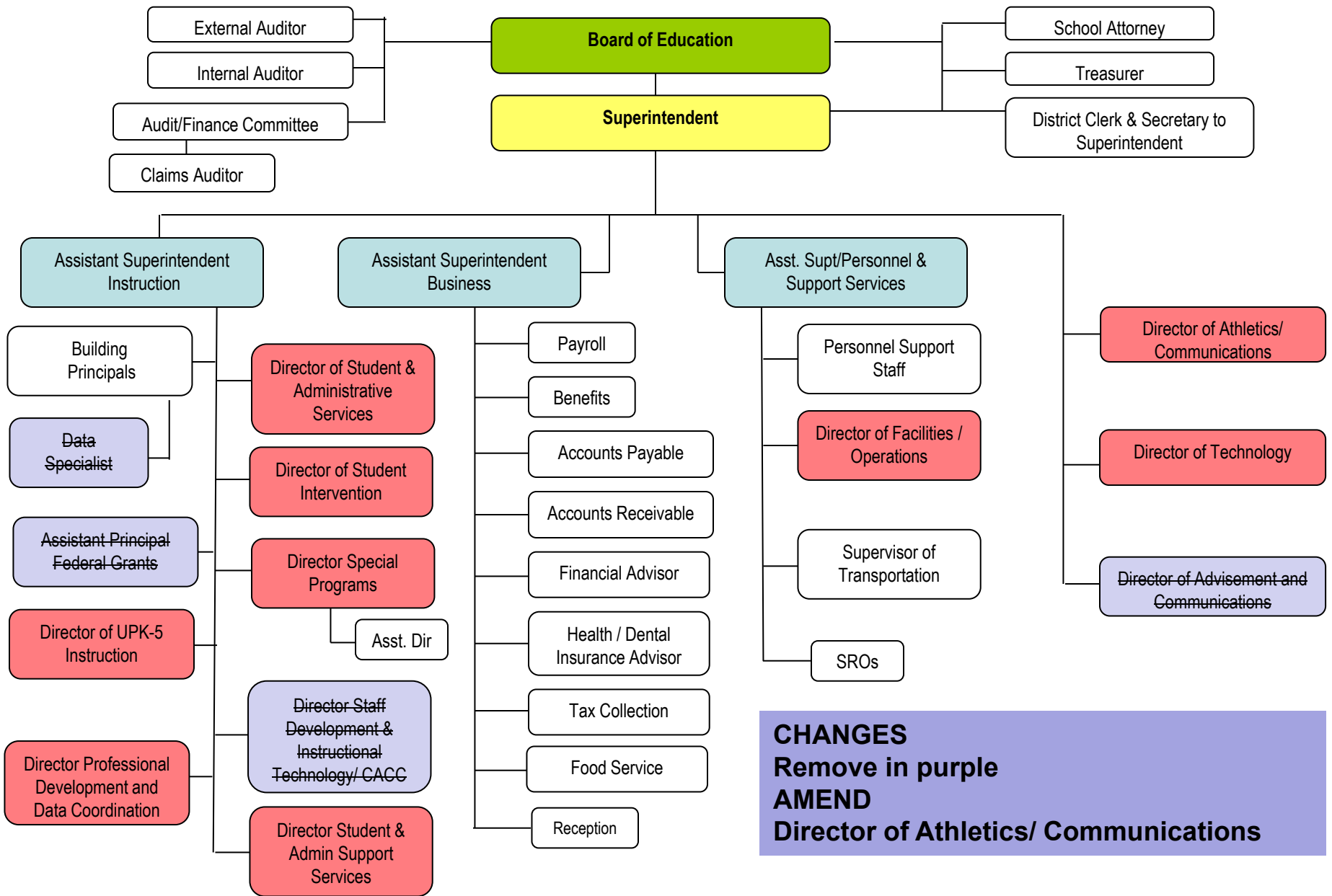
**BY-LAWS FOR THE CANANDAIGUA ACADEMY ATHLETIC HALL OF FAME**

*Updated: August 2024*

<b>NAME:</b>	The name of the organization shall be the Canandaigua Academy Athletic Hall of Fame.
<b>PURPOSE:</b>	The purpose of the Canandaigua Academy Athletics Hall of Fame shall be to honor and provide a permanent tribute to those individuals who have made significant contributions to athletics in Canandaigua, or who have left Canandaigua and gone on to make unusual contributions in the world of sports.
<b>MEMBERSHIP AND VOTING:</b>	<p>The confidential committee shall consist of seven voting members. The names of the committee members will be submitted to the Superintendent of Schools for consideration and approval. Membership will include one board member.</p> <p>The Director of Athletics will serve as an ex-officio permanent member of the selection committee and does not have a vote and will organize the voting process.</p> <p>Members will serve a six (6) year term and may be reappointed two times.</p>
<b>ORGANIZATIONAL MEETING:</b>	The committee will have an organizational meeting each year the award is given between February 1 and June 30. At the organizational meeting, the athletic director will discuss the purpose and criteria for the award. Conflict of interest will be reviewed and meeting dates will be set.
<b>SELECTION CRITERIA:</b>	<p>Recognition is intended to honor Canandaigua Academy graduates and/or contributors to Canandaigua Athletics and beyond.</p> <p>The nominees must demonstrate excellence under one or more of the following criteria:</p> <ul style="list-style-type: none"><li>- Participants - Attended Canandaigua Academy and was affiliated with the interscholastic athletics program for a minimum of two years</li><li>- Coaches - Coached a Canandaigua team for a minimum of ten years and is retired or no longer coaching at Canandaigua Academy.</li><li>- Contributors - Made significant contributions to the students of Canandaigua Academy through interscholastic athletics or made significant contributions to the world of sports</li></ul> <p>A nomination form will be available online and no self nominations will be taken.</p>
<b>NOMINATION PROCESS:</b>	The nomination process shall be established by the Superintendent and Board of Education. Adequate publicity will ensure high-quality nominations.



WAITING PERIOD:	A ten year waiting period is required for a graduate to be nominated. Exceptions to this would be reviewed by the committee and approved by the Board of Education. The waiting period shall be waived only in rare and extenuating life circumstances which are time critical.
RECOGNITION:	The committee shall plan an appropriate ceremony to honor inductees. Each inductee shall receive an individual plaque. A second plaque shall be placed in a permanent display at the Academy.
AUTHORITY:	The authority of this committee is per Board of Education Policy #2060 Recognition.



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