

---

It is anticipated the Board of Education will call an executive session at 5:00 p.m. to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension or removal of a particular person.

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Board Meeting Minutes** (BOARD ACTION)
- IV. October 2024 Warrant Review (Dr. Schneider and Ms. Tessendorf)** (BOARD ACTION)
- V. Board Student Representative- Macy Schneckenburger**
- VI. President's Comments**
- VII. Superintendent's Report**
- VIII. 2024 Capital Outlay Project** (BOARD ACTION)
- IX. Consensus Agenda** (BOARD ACTION)  
**Business**
  1. Treasurer's Report
  2. Budget Status Report
  3. Revenue Status Report
  4. Election Inspector Rate
  5. Election Inspectors
  6. Athletic Trips- Final Approval
  7. Athletic Trips- Initial Approval
  8. Athletic Trip- Initial/ Final Approval
  9. Field Trip- Initial Approval
  10. Volunteer Athletic Coaches
  11. Music Program Volunteer
  12. Incomplete Team
  13. Assessment Corrections
  14. Audit
  15. All-State Chaperones
  16. Agreement
  17. Surplus Items
  18. December-January Field Placement
  19. Spring 2025 Field Placement
  20. Spring 2025 Student Teacher Placement
  21. New Scholarship
  22. Recommendations of the Committee on Special Education**Personnel**

**End of Consensus Agenda**

- X. Board Committee Reports**
  - Audit Committee- Mr. Milton Johnson- November 15, 2024
- XI. District Committee Reports**
  - Council for Instructional Excellence (CIE)- Mrs. Julianne Miller/ Mrs. Beth Thomas- November 13, 2024
  - Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- October 30, 2024
- XII. Closing Remarks**  
(President, Board of Education and/or Superintendent)

**I. Consensus Agenda**

**(BOARD ACTION)**

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

Business

**1. Volunteer Athletic Coaches**

Mrs. Caroline Chapman, Athletic Director, is requesting approval of the below volunteer coaches for the winter.

- Wrestling- Nate Gilligan, Lauren Lamb, Casey Lamb, Jesse Hibbard, Austin Cayward
- Indoor Track & Field- Mark Weller
- Bowling- Bill Erb, Eric Mann
- Cheer- Maralee Taft, Elexis Taft
- Ice Hockey- Spencer Taft, Austin Wharry

Personnel

**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>
Jennifer Francis	Library Aide	11/18/2024	\$15.35/hr.

**2. Instructional Personnel**

**A. 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) Kelly Keys received her Bachelor’s degree in Health Education from SUNY Cortland. She earned her Master’s degree in Math, Science, and Technology Education from St. John Fisher. She has been teaching in public education for 10 years. Ms. Keys will be appointed to a 1.0 FTE, 3-year probationary Science Teacher with a tenure area of Science effective December 19, 2024.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Kelly Keys	Biology 7-12; Earth Science 7-12; General Science 7-12; Heath Education K-12	12/19/2024	Step11	3-years

**End of Consensus Agenda**

It is anticipated the Board of Education will call an executive session at 5:00 p.m. to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension or removal of a particular person.

**I. Meeting Called to Order**

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

- III. Board Meeting Minutes (BOARD ACTION)**
- October 21, 2024- Regular Meeting Minutes

- IV. October 2024 Warrant Review (Dr. Schneider and Ms. Tessendorf) (BOARD ACTION)**
- A-38 General 9010642-9010702 (ACH)
  - A-39 General 19742-19851 (Check Print)
  - A-40 General 19725-19741 (In House)
  - A-43 General 9010703-9010757 (ACH)
  - A-44 General 19867-19957 (Check Print)
  - A-45 General 19852-19866, 19958 (In House)
  - C-7 Cafeteria 3212-3227
  - C-8 Cafeteria 3228-3243
  - F-10 Federal 9000517-9000518 (ACH)
  - F-11 Federal 971-972 (Check Print)
  - F-12 Federal 973-975 (Check Print)

**V. Board Student Representative- Macy Schneckenburger**

- VI. President's Comments**
- Remarks, Correspondence

- VII. Superintendent's Report**
- All State Recognition
  - Remarks, Correspondence
  - Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)

**VIII. 2024 Capital Outlay Project (BOARD ACTION)**

Based on review and a meeting, LaBella Associates, D.P.C. review of bids for the Canandaigua 2024 Capital Outlay Project. Opening of bids was held on November 13, 2024:

Contractor:	Window Specialist, Inc.
Base Bid and Alternate one:	\$95,750

The Assistant Superintendent for Personnel and Support Services recommends that the Board of Education award the contract for 2024 Capital Outlay project as follows:

Contract: Window Specialist, Inc.      \$95,750

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

Mrs. Amy Calabrese	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 _____

**IX. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Treasurer's Report**

The Treasurer's Report for the Period of August 1, 2024 – August 31, 2024 and September 1, 2024 – September 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, 2024 – August 31, 2024 and July 1, 2024 – September 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, 2024 – August 31, 2024 and July 1, 2024 – September 30, 2024. Additional information is included as an attachment and is filed.

**4. Election Inspector Rate**

Amend the election inspector rate to minimum wage of \$15/hr.

**5. Election Inspectors**

The following to serve as election inspectors and poll workers for December 3, 2024: Dick Onze, Sue Onze, Elaine Williard, Larry Williard, Diane Olivet, Karen Demay, Jim Demay, Judith Flamini, Sandy Shafer, Vernon Tenney, Sandy Delmonte, Pam Gilison, Dolores Thompson, Mike Mahar, Anne Olvany, Aline Clement, Lisa Brunelli, Diane Kemp, Jenna Sutton, Sarah Gatesman, and others as need will be approved for December 3, 2024 at a future Board meeting.

**6. Athletic Trips- Final Approval**

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

- Varsity Girls Basketball, December 27-28, 2024, Amsterdam, NY (*initial September 23, 2024*)
- Hockey, November 29-30, 2024, Albany, NY (*initial September 23, 2024*)

**7. Athletic Trips- Initial Approval**

Mrs. Caroline Chapman is requesting initial approval of the following athletic trips:

- Wrestling, December 28-29, 2024, Oswego State University, NY
- Wrestling, January 10-11, 2025, Elmire NY

**8. Athletic Trip- Initial/ Final Approval**

Mrs. Caroline Chapman is requesting initial approval of the following athletic trips

- Wrestling, December 13-14, 2024, Jamestown, NY

#### 9. Field Trip- Initial Approval

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

- Academy Music, April 3-5, 2025, Ithaca, NY

#### 10. Volunteer Athletic Coaches

Mrs. Caroline Chapman is requesting approval of the below volunteer coaches for the winter.

- Boys Basketball- Matt Johengen, Ben Roberge
- Girls and Boys Basketball- Jack Leasure

#### 11. Music Program Volunteer

Ms. Kris VanDuyne, Middle School Principal, is requesting approval for Mrs. Katrina Picariello to be a parent volunteer for our music program.

#### 12. Incomplete Team

Mrs. Caroline Chapman is requesting approval for Wayne Central Schools to allow one student to participate in wrestling on the Canandaigua City School District girls wrestling team. Wayne does not have a girls team.

#### 13. Assessment Corrections

**WHEREAS**, owners of 3093 and 3095 Pierce Brook Trail (Tax Parcel Nos. 97.07-1-15.000 and 97.07-1-14.000, respectively) filed RP-554 applications ("Applications") to correct their assessment pursuant to Real Property Tax Law Article 5; and

**WHEREAS**, the County Director of Real Property Tax reviewed and denied such applications because the reason for the correction did not meet the criteria of a correctable error under the applicable statute; and

**WHEREAS**, the School District's legal counsel has reviewed the applications and agrees with the conclusions of the County Director of Real Property Tax.

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

1. The Board of Education hereby denies the RP-554 Applications because the reason for the correction does not meet the criteria of a correctable error under the applicable statute.
2. This Resolution shall take effect immediately.

#### 14. Audit

Approval of the Single Audit Report for the Year Ended June 30, 2024, Extraclassroom Audit Report and Corrective Action Plan for the Year Ended June 30, 2024.

#### 15. All-State Chaperones

Approval for Taylor Day and Danae Sciolino to be All-State Chaperones.

#### 16. Agreement

Agreement with Living Soul of New York Applied Behavior Analysis, PLLC for student Functional Behavior Assessments and Behavior Intervention Plans per contract, effective November 4, 2024-June 30, 2025.

**17. Surplus Items**

Approval to declare as surplus the below bus to be sold on Auctions International website:

- Bus 25, 4UZABRDTXHCHV4684- 95,595- high mileage, excessive rust and frame rot

**18. December-January Field Placement**

Mrs. Emily Bonadonna and Mr. Brian Amesbury, Primary-Elementary Principals recommend:

- Jessica Avery, Keuka College with Jennifer Coles-Lloyd- December 16, 2024-January 17, 2025
- Allie Beaudoin, Keuka College with Stephanie Scheemaker- December 16, 2024-January 24, 2025
- Carly Scott, Keuka College with Amy Wade- January 21, 2025-May 5, 2025

Ms. Kris VanDuyne, Middle School Principal recommends:

- Sara Hullings, Keuka College with Mike Mahar- December 13, 2024-January 24, 2025

**19. Spring 2025 Field Placement**

Mrs. Marissa Logue, Academy Principal recommends:

- Kelsey Barrows, Hobart William Smith with Josh Mull- January 21, 2025-May 2, 2025
- Isabelle Girolamo, Hobart William Smith with Meghan Cabral- January 21, 2025-May 2, 2025

**20. Spring 2025 Student Teacher Placement**

Mrs. Marissa Logue, Academy Principal recommends:

- Alexis Price, SUNY Potsdam with Wendy Mandarano- January 21, 2025-May 16, 2025

**21. New Scholarship**

Mrs. Marissa Logue is requesting approval for a new scholarship, **John Michalko Scholarship for Volunteerism** in the amount of \$500. Criteria is for a senior who has accumulated 30 hours of community service at Wood Library at the time of their applications. Hours may be counted from freshman, sophomore, junior, and senior years. Students will write a short paragraph to talk about the impact volunteering at the library has had on them.

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

Recommendations of the Committee on Special Education meeting dates of: October 1, 2, 3, 8, 9, 10, 11, 15, 16, 17, 18, 21, 22, 23, 24, 28, 29, 30, 31, November 1, and 4.

**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Courtney Simpson	School Monitor	Resignation	10/18/2024
Rhonda Anderson	School Bus Driver & School Monitor	Resignation	10/25/2024
Becca Lampley	School Monitor	Resignation	10/29/2024
Roy Brown	Food Service Helper	Resignation	11/13/2024
Siu Tsui Chuk	Cook	Resignation	11/19/2024
Dawn Arnaud	Teacher Aide	Resignation in order to accept another position in District	11/14/2024



B. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Grace Palermo	Substitute Typist	10/22/2024	\$19.14/hr.
Laura Ingold	Typist, FT 10-month	10/22/2024	\$16.13/hr.
Laura Steiner	School Monitor	10/28/2024	\$15.44/hr.
Courtney Simpson	Substitute School Monitor	10/28/2024	\$15.00/hr.
Courtney Simpson	Substitute Teacher Aide	10/28/2024	\$15.00/hr.
Tim Buck	Substitute Administrative Aide	11/18/2024	\$22.03/hr.
Todd DeRycke	Substitute School Bus Driver	10/31/2024	\$19.00/hr.
Todd DeRycke	School Bus Driver Trainee	10/31/2024	\$15.00/hr.
Candace Bruzda	Substitute Teacher Aide	11/4/2024	\$15.00/hr.
Candace Bruzda	Substitute School Monitor	11/4/2024	\$15.00/hr.
Kristina LaTourette	Food Service Helper	11/22/2024	\$15.76/hr.
Siu Tsui Chuk	Teacher Aide	11/20/2024	\$16.45/hr.
Kurt Erway	School Monitor	11/18/2024	\$15.44/hr.
Virginia Smith	Teacher Aide	11/18/2024	\$15.35/hr.
Aaron Stonewell	Custodial Worker	11/26/2024	\$16.00/hr.
Lucas Hess	Custodial Worker	11/18/2024	\$16.00/hr.
Wilfred Gassmann	Custodial Worker	11/18/2024	\$16.00/hr.
Alissa Kemp	Teacher Aide	11/26/2024	\$15.35/hr.
Tawny DeCann	Teacher Aide	11/18/2024	\$15.35/hr.
Mary Vaughn	Food Service Helper	12/2/2024	\$15.76/hr.
Dawn Arnaud	Typist, FT12	11/15/2024	Current Rate

2. Instructional Personnel

A. Removal

**RESOLVED**, upon recommendation of the Superintendent of Schools, and after deliberation and discussion in executive session, that the Board terminates the probationary appointment of Assistant Principal Calee Prindle, effective the close of business on December 19, 2024. The Superintendent is directed to notify the employee of this decision.

**Date: November 18, 2024**

**Deborah Sundlov, District Clerk  
Canandaigua City School District**

B. Leave Of Absence

- 1) Jennifer Cerne, Music Teacher at the Primary School has requested a leave of absence from April 14, 2025 through May 26, 2025.

C. Resignation for the Purpose of 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 youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Cheryl Bournival	Teaching Assistant	12/31/2024	25



D. Appointments

1) 2024-2025 Coaches

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

Anderson, James	Modified A Football	8A
Brennan, Mike	Varsity Girls Basketball	13F
Ceravolo, Colton	JV Boys Basketball	3D
Crouse, Jordan	JV Winter Cheer	2C
Cuppennell, Mike	Varsity Wrestling	2F
D'Alessandro, Kai	JV Swimming	1B
Daly, Tom (.5)	JV Indoor Track	4B
Davern, James	Varsity Boys Basketball	5F
Falk, Matt	Assistant Girls Basketball	3D
Hawkins, Bruce	Assistant Alpine Skiing	1B
Hennessy, Alex	Unified Bowling	6AA
Hulme, Robin	Assistant Boys Basketball	20D+
Kraft, Rebecca	Boys Diving	14B
Lopez, Donovan	Modified Girls Basketball	20A
Marsh, Daina (.5)	JV Indoor Track	11B
Mack, Clayton	Assistant Varsity Wrestling	12D
Moore, Derek	JV Wrestling	12D
Myers, Rachael	Modified Girls Basketball	2A
Notter, Abbey	JV Girls Basketball	4D
Pryor, Zander	Assistant Ice Hockey	3C
Robbins, Dan	Modified Boys Basketball	12A
Scheemaker, Erik	Varsity Boys Swimming	11E
Sutter, Mark (.25)	JV Indoor Track	20B+
Sedita, Paul	Varsity Girls Indoor Track	18D
Swain, Murphy	Varsity Skiing	1D
Sweet, Adam	Modified Wrestling	7A
Taft, David	Varsity Ice Hockey	6E
Tepper, Michael	Varsity Bowling	7C
Thompson, Marlese	Varsity Winter Cheer	20E
Wallwork, Jack	Modified Boys Basketball	5A
Ward, Matt (.75)	Head Varsity Track Coach	20D
Welch, Jeff	Strength, Fitness, Conditioning	8A
Whittaker, Taylor	Mod Winter Cheer	3A
Windheim, Taryn	Modified Boys Swimming	5A
York, Deven	Modified Wrestling	6A

2) 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>
Luc Pereira	Music Teacher	Middle School	11/4/2024

3) Mentors

The following adjustments to 2024-2025 Mentors are recommended at rates in accordance with contract:

- End Jennifer Coles-Lloyd effective 10/25/24; Replace with Kathryn Mathers effective 10/28/24, Level I





- Move Chelsea Northrop from Level 3 to Level 1
- Approve Sara Maser as Level 3

4) Contract Substitute Teacher

The following individual is recommended to Contract Substitute Teacher positions for the 2024-2025 school year at the approved rate:

Kaitlyn Evans – Middle School, Effective 11/7/2024

5) Certified Substitute Teachers

The following individuals are recommended to Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department where applicable.

Matt Bond  
Shelley Sossong – Preferred (Retiree)

6) 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:

Co-Curricular CTA Contract Name	SCH	Appointed	Effective	Level	Step
Jazz Ensemble	MS	Greg Kane	10/23/2024	B	3
Fiddle Club	MS	Haley Moore	10/21/2024		

***End of Consensus Agenda***

**X. Board Committee Reports**

- Audit Committee- Mr. Milton Johnson- November 15, 2024

**XI. District Committee Reports**

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

- Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson
- **Council for Instructional Excellence (CIE)- Mrs. Julianne Miller/ Mrs. Beth Thomas- November 13, 2024**
- **Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- October 30, 2024**
- Safety / Health / Security Committee- Mr. John Polimeni

**XII. Upcoming Events**

- November 13- CIE Meeting
- November 15- Audit Committee
- November 19- Academy Fall Band Concert
- November 20- Policy Committee
- November 21- Middle School Small Ensembles Concert
- November 27-29- Thanksgiving Break- No School
- December 2- Last day to pay school taxes with 1% penalty
- December 2- Winter Modified Sports Begins
- December 4- Middle School Orchestra Concert
- December 5- Evening UPK-5 Parent-Teacher Conferences
- December 5- RPO and CA Holiday Concert
- December 6- Half Day UPK-5 Students
- December 10- 8<sup>th</sup> Grade Band and Chorus Concert
- December 11- 6<sup>th</sup> Grade Band and Chorus Concert



Canandaigua City  
School District

Agenda -November 18, 2024- 6:30 p.m.  
Middle School, 215 Granger Street  
Cafeteria

- 
- December 11- 7<sup>th</sup> Grade Band and Chorus Concert
  - December 12- Evening UPK-5 Parent-Teacher Conferences
  - December 13- Audit Committee
  - December 13- Half Day UPK-5 Students
  - December 16- Board of Education Meeting
  - December 17- 27<sup>th</sup> Annual Holiday PRISM Concert
  - December 18- Policy Committee
  - December 18- 5<sup>th</sup> Grade Band and Orchestra Concert
  - December 23-January 3- Winter Break- No School
  - December 31- Last day to pay school taxes with 3% penalty

**XIII. Closing Remarks**

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



The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, October 21, 2024 at 5:31 p.m. at the Academy, President Grimm presiding.

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

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

**LEADERSHIP TEAM PRESENT:** Jamie Farr, 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 6:30 p.m. with tenth grader Merrick Khan leading all in the Pledge of Allegiance.

***Board Meeting Minutes***

Upon a motion made by Ms. Tessendorf, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved October 7, 2024 meeting minutes.

**APPROVED: MINUTES**

***September 2024 Warrant Review***

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

- A-27 General 9010530-9010580 (ACH)
- A-28 General 19546-19590 (Check Print)
- A-29 General 19534-19545 (In House)
- A-30 General 14333529, 14372826, 14420056 (Manual)
- A-33 General 9010581-9010641 (ACH)
- A-34 General 19609-19724 (Check Print)
- A-35 General 19591-19608 (In House)
- C-5 Cafeteria 3179-3192
- C-6 Cafeteria 3193-3211
- F-7 Federal 9000512-9000513 (ACH)
- F-8 Federal 9000514-9000516 (ACH)
- F-9 Federal 970 (Check Print)

***Superintendent's Report***

The Board received small tokens of appreciation from the Canandaigua Teachers' Association and Administration team for Board Appreciation Week. Superintendent Farr passed around a letter received from Camp Good Days & Special Times thanking the district, coaches, and cheerleaders for making sure all the campers feel included during the 6<sup>th</sup> Annual Teddi Bowl. A Digest will be issued in November summarizing the 2024 Revitalization Capital Project. The State of New York is requiring each district in the state to create a regionalization study. This is not about a school merger, but about the quality of programs here and statewide.

---

## Consensus Agenda

Upon a motion made by Mr. Johnson, 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 July 1, 2024 – July 31, 2024. Additional information is included as an attachment and is filed.

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

the Appropriation Status Report, which is a summary, for the period of July 1, 2023 – July 31, 2024. Additional information is included as an attachment and is filed.

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

the Revenue Status Report, which is a summary, for the period of July 1, 2023 – July 31, 2024. Additional information is included as an attachment and is filed.

##### **4. Certification of Lead Evaluators- Teachers**

BE IT RESOLVED THAT **Anne Ceddia** is 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.

**5. Spring Semester 2025 - Student Teacher Placement**

the request of Mrs. Emily Bonadonna and Mr. Brian Amesbury, Primary-Elementary Principals for:

- Thao Bui, Hobart William Smith with Leslie Tomanovich- January 15, 2025-March 14, 2025

**6. Real Property Tax Corrections**

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

- 1919 County Road 28, Tax Map ID 56.02-1-5-5.120 assessment \$202,000 to \$202,000 STAR errantly removed at the Town of Canandaigua Assessor’s Office; tax bill changes from \$2,986.65 to \$2,459.65, a difference of \$527.00.

**7. Coach Shadow**

the request of Mrs. Caroline Chapman, Athletic Director, for Finger Lakes Community College student, Grayson Gaud to shadow Coach Daina Marsh during the week of October 28 at girls volleyball practices and games. Grayson is considering going into coaching and would like to observe. He will not be coaching.

**8. Donation**

the request of Mrs. Marissa Logue, Academy Principal, is to accept a donation from Constance Howell in the amount of \$500 in honor of her brother, Philip Reed (class of 1969), who was inspired by his time in CA Music to pursue a career in music himself.

**9. New Club**

the request of Mr. Brian Amesbury, Elementary School Principal, for a new club called **ENL Afterschool Club**. This club will provide a safe and supportive space for ENS students to interact socially in a low-stress environment. Students will have opportunities to meet and talk with other ENL students. This will help them to build friendships, develop social skills and feel more connected to the school community. The unpaid advisors are Kelli Powell and Leslie Tomanovich.

**10. Surplus Books**

the request of Ms. Kris VanDuyne, Middle School Principal, to declare as surplus items the attached listing of books.

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

recommendations of the Committee on Special Education meeting dates of: September 20, 24, 25, 26, 27, 30, October 1, 2, 3, 7, and 8.

**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Rebecca Naylor	School Bus Monitor	Termination	10/16/2024



B. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Hailly Bourlier	Teacher Aide	10/15/2024	\$15.35/hr.
Ralph Catanese	School Bus Driver	10/16/2024	\$24.91/hr.
David Tuttle	Substitute School Bus Driver	10/15/2024	\$19.00/hr.
David Tuttle	School Bus Driver Trainee	10/15/2024	\$15.00/hr.
Ian Toegel	Custodial Worker	10/28/2024	\$16.00/hr.
Grace Murdock	Teacher Aide	10/21/2024	\$15.35/hr.
Gavin Metzger	Software Developer I	11/1/2024	Per Contract

2. Instructional Personnel

A. Resignation

- 1) of Jeremiah Johnson, Science Teacher at the Academy, from the District effective November 7, 2024.

B. Appointments

1) Tenure Appointments

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

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Jacqueline Tapscott	Math	11/1/2024
Sheila Sullivan-Murphy	Special Education	11/16/2024
Caroline Chapman	Director of Athletics and Communications	12/7/2024

2) Interim Substitute Administrator

the following individual for an Interim Substitute Administrative 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	Administrator	Middle School	10/16/2024

3) Mentors

the following adjustments to 2024-2025 Mentors at rates in accordance with contract:  
 End Sheila Sullivan-Murphy effective 10/6/2024; Replace with Chelsea Northrup effective 10/7/2024  
 End Phill Thomas effective 10/6/2024; Replace with Julie Reinke effective 10/7/2024

4) Non-Certified Substitute Teachers

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

- Garrett Parker
- Kyle Jensen
- Cecilia Loeffler



Shane Taillon

5) Certified Substitute Teachers

the following individuals to Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department where applicable.

Kaitlyn Evans  
Matthew Marion

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

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

<b>CO-CURRICULAR CTA CONTRACT NAME:</b>	<b>SCH</b>	<b>Appointed</b>	<b>% (&lt;100%)</b>	<b>Effective</b>	<b>Step</b>
Lift Project Coordinator	DW	Coletta Perkins		11/8/2024	Per Contract
Plant-Based Coach	DW	Coletta Perkins		11/8/2024	Per Contract
Wellness Coordinator	DW	Coletta Perkins	50	9/1/2024	Per Contract
Wellness Coordinator	DW	Linda Eames	50	9/1/2024	Per Contract

***End of Consensus Agenda***

***District Committee Reports***

**Council for Instructional Excellence (CIE)**

Mrs. Julianne Miller reported out on behalf of CIE which met on October 9, 2024. They reviewed the Grants for Excellence application process with applications due November 1 and will be reviewed at the next CIE meeting. The Committee reviewed the DEI Management Plan, a course name change request in physical education, and received an update from Mrs. Sarah Callahan, Director of Professional Learning.

***Upcoming Events***

- October 23- CA Jazz Ensemble
- October 25- PES Fall Carnival
- October 31- Last day to pay taxes without penalty
- October 1,2- Junior All-State
- October 1,2,3- Academy Players
- November 6- Academy Fall Chorus Concert
- November 8- Veterans Day Celebration (Grades 4 & 5)
- November 11- Veterans Day- No School
- November 13- CIE
- November 14- Academy Fall Orchestra Concert
- November 15- Audit Committee
- November 15-16- Senior All-State
- November 18- Winter JV/Varsity Sports begin
- November 18- Board of Education Meeting
- November 19- Academy Fall Band Concert
- November 20- Policy Committee
- November 21- Middle School Small Ensembles Concert
- November 27-29- Thanksgiving Break- No School

***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 6:49 p.m. The next Regular meeting will be on November 18, 2024 at 6:30p.m. at the Middle School.



Canandaigua City  
School District

*Minutes -October 21, 2024-*

---

Respectfully submitted,

Deborah Sundlov  
District Clerk



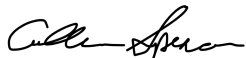
Treasurer's Report  
Cafeteria  
August 1 - August 31, 2024

<b>Balance Forward:</b>	<b>August 1, 2024</b>	1,132,764.50
<b>Receipts</b>		
	Meal Claims	20,133.00
	Prior month in-transit adj	
	Cafeteria Deposits - Sent by School Café	185.84
	Cafeteria Deposits - Sent by D.O.	
	Account Deposits - Online	1,097.80
	Refunds	417.38
	Commissions	
	Local Foods Grant	
	Rebates	
	Federal ARP Equipment Grant	
	Donation	
	Invoices	140.00
	Interest	1,572.79
		23,546.81
	<b>Total Receipts</b>	
<b>Disbursements</b>		
	Warrant	(4,882.13)
	Sales Tax	
	Xfer to General	
	Payroll 8/15/24	(12,683.37)
	Payroll 8/31/24	(11,477.75)
		(29,043.25)
	<b>Total Disbursements</b>	
<b>Balance on Hand:</b>	<b>August 31, 2024</b>	<b>\$ 1,127,268.06</b>

**Bank Reconciliation**

<b>Bank Statement</b>			
	CNB 5115	0.03%	772,350.80
	CNB Paypal	0.00%	1,342.80
	NYCLASS 0010		356,489.05
	Deposit in transit (Café Deposit)		
	Deposit in transit (from General)		
	Outstanding Checks		(2,914.59)
	<b>Reconciled Balance</b>		<b>\$ 1,127,268.06</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
11/7/2024

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

Treasurer's Report  
 Capital Savings  
 August 1 - August 31, 2024

**Balance Forward: August 1, 2024** 39,061.01

**Receipts**

Receipts		
Xfer from Capital Checking CNB		
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	1.60	
<b>Total Receipts</b>	<b>1.60</b>	<b>1.60</b>

**Disbursements**

Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation		
Due to DS		
<b>Total Disbursements</b>		<b>-</b>

**Balance on Hand: August 31, 2024** **\$ 39,062.61**

**Bank Reconciliation**

Bank Statement	CNB 2223	0.03%	39,062.61
Bank Statement	NYCLASS		-
Xfer in transit (to Capital Checking)			
<b>Reconciled Balance</b>			<b>\$ 39,062.61</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

Treasurer's Report  
Capital Now  
August 1 - August 31, 2024

**Balance Forward: August 1, 2024** 55,209.92

**Receipts**

Loan from General for Asset Preservation		
Loan from General for Bus Purchase		
Insurance Proceeds for Academy Gym Floor		
Smart Schools Bond		
Xfer from BAN Proceeds for Asset Preservation		
Xfer from General	312,770.84	
Refund - Hanover		
Interest	1.03	
<b>Total Receipts</b>		<b>312,771.87</b>

**Disbursements**

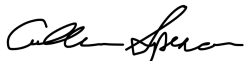
Warrant		(320,813.63)
Xfer to Capital Savings		
Prior month correction		
Due to DS		
Xfer to General for BAN payoff		
<b>Total Disbursements</b>		<b>(320,813.63)</b>

**Balance on Hand: August 31, 2024** **\$ 47,168.16**

**Bank Reconciliation**

Bank Statement	CNB 5645	2.53
	Chase 1109	1,100,324.25
Xfer to general in transit		
Outstanding Checks		(1,053,158.62)
<b>Reconciled Balance</b>		<b>\$ 47,168.16</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

Treasurer's Report  
Debt Service  
August 1 - August 31, 2024

**Balance Forward: August 1, 2024** 1,151,006.56

**Receipts**

Due from Capital  
BAN Premium  
Interest - CD  
Interest - Savings

2,610.69  
115.93

Total Receipts 2,726.62

**Disbursements**

Xfer to General

-

Total Disbursements -

**Balance on Hand: July 31, 2024** \$ 1,153,733.18

**Bank Reconciliation**

Bank Statement CNB 7123 565,839.95  
Bank Statement CD 7700 587,893.23  
Deposit in transit (refund of CNB wire fee)

**Reconciled Balance** \$ 1,153,733.18

Respectfully Submitted,



Cullen Spencer, Treasurer  
11/7/2024

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

Treasurer's Report  
Federal  
August 1 - August 31, 2024

**Balance Forward: August 1, 2024** 814,122.36

**Receipts**

IDEA 611		
IDEA 619		
ARP-IDEA 611		
ARP-IDEA 619		
Federal COVID Stimulus - CRRSA		
Federal COVID Stimulus - ARPA	369,332.00	
Summer 4408 (ESY)	151,734.40	
Title IA		
Title III ENL		
Title IIIA		
Title IV		
Title IIA		
UPK		
UPK - ARPA		
Healthcare Workers Bonus		
<b>Total Receipts</b>		<b>521,066.40</b>

**Disbursements**

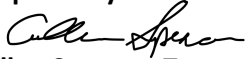
Warrant - Checks		(4,560.17)
Warrant - ACH		(45,459.38)
Due to General		
PR Adjustments		
XFER to Gen for interfund loan paydown		
PR 8-15	(110,271.26)	
PR 8-31	(99,384.62)	
<b>Total Disbursements</b>		<b>(259,675.43)</b>

**Balance on Hand: August 31, 2024** \$ 1,075,513.33

**Bank Reconciliation**

Bank Statement Chase 1117		1,076,848.50
Outstanding Checks		(1,335.17)
Deposit in transit (xfer from Gen Muni)		
<b>Reconciled Balance</b>		<u><u>\$ 1,075,513.33</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer  
11/7/2024

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

Treasurer's Report  
 General Muni  
 August 1 - August 31, 2024

<b>Balance Forward:</b>	<b>August 1, 2024</b>	23,641,775.95
<b>Receipts</b>		
	STAR	
	Gen Aid	
	VLT	
	Excess Cost Aid	809,242.70
	Nonresident Homeless Aid	
	Commercial Gaming grant	
	Instructional Materials Aid	
	Summer Sch 4408	
	Retiree Health ACH	
	MCD	
	Ch. 47/66/721	
	IB Exam Waivers	
	Misc	3,229.50
	Xfer from Gen Paypal	
	Xfer from Leadership for PSAT Proctors	
	Xfer from Gen Now/Tax Coll	7,000,000.00
	Xfer from Cafeteria	
	E-rate	
	Chromebook sales	
	Interest	110,684.22
	Total Receipts	7,923,156.42

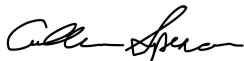
<b>Disbursements</b>		
	Xfer to General Now	(11,002,562.29)
	Xfer to VEBA	
	Xfer to Deductions for Retiree 403B payout	
	Xfer to Cafeteria	
	Xfer to Capital for Bus purchase	(312,770.84)
	Total Disbursements	(11,315,333.13)

<b>Balance on Hand:</b>	<b>August 31, 2024</b>	<b><u>\$ 20,249,599.24</u></b>
-------------------------	------------------------	--------------------------------

**Bank Reconciliation**

Bank Statement	CNB 4323	1,529,816.19
	NYCLASS 01-1165-0006	14,891.63
	Community Bank CDARS	7,000,000.00
	CNB CD 3476	
	CNB CD 7795	
	CNB CD 7993	
	CNB CD 9345	6,278,610.89
	CNB CD 1006	5,426,280.53
	CNB CD 1174	
	CNB CD 0854	
	CNB CD 7168	
	CNB CD 2894	
	In-transit (Xfer to Gen Now)	
	In-transit (Xfer to Fed)	
	In-transit (IDEA and ARP-ESSER Deposits)	
	<b>Reconciled Balance</b>	<b><u>\$ 20,249,599.24</u></b>

Respectfully Submitted,



Cullen Spencer, Treasurer  
 11/7/2024

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

Treasurer's Report  
General Now  
August 1 - August 31, 2024

**Balance Forward: August 1, 2024** 15,972,636.60

**Receipts**

Tax Collections	
County Prior Year Taxes	
County Tax Penalty	
Invoices	57,053.66
City Prior Year Taxes	17,820.32
City Tax Penalty	2,202.60
PILOT	
BOCES	
Refunds	
Student Fees	
Donations	
Insurance Recovery	1,923.21
E-rates	
Misc	
Scrap	
Revtrak Chromebook/iPad sales	
Xfer from Gen Muni	11,002,562.29
Payroll Xfers from Café	24,161.12
Payroll Xfers from Federal	209,655.88
Xfer from Capital	
ACH return	
Retiree Health ACH	
ERS Accepted Adj	85.47
Interest	1,943.35
<hr/>	
Total Receipts	11,317,407.90

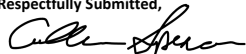
**Disbursements**

A/P Warrants	(768,481.22)
Payroll Deductions Warrants	(1,306,256.37)
Add back non-cash deduction payments:	
Employee Health Deductions	22,035.59
Employee Dental Deductions	1,606.03
Employee fines (Deduction code DISTR)	333.30
Correction for State-dated payroll check voids	
Xfer to Leadership	
Health Insurance Wire	(2,125,819.04)
ERS Annual Invoice	
Xfer to Capital	
ERS Accepted Adj	
Omni TSA Non-elective Contributions (ER)	(318,753.55)
VEBA Cash Balance xfer to BRI	
BAN Principal	
BAN Interest	
H S A Fundings	(4,800.00)
Xfer to Gen Muni	(7,000,000.00)
Bond Interest	
Bond Principal	
Check Print Postage	(66.12)
<hr/>	
Total Disbursements	(11,500,201.38)

**Balance on Hand: August 31, 2024** \$ 15,789,843.12

**Bank Reconciliation**

Bank Statement	
CNB 9172	499,315.63
Tax Collection 6026	
Chase Lockbox 6841	1,466,842.45
CNB 3427	-
Chase Treasuries	13,997,501.07
Outstanding Checks	(174,302.88)
Deposit in-transit (from Gen Muni)	
Xfer in-transit (from Cafeteria)	
Charge in-transit (Payroll ERS)	
Deposit in transit (NSF check re-deposit)	329.85
Xfer in-transit (from Leadership)	120.00
Refund in-transit - Stop payment fee	37.00
<hr/>	
<b>Reconciled Balance</b>	<u><u>\$ 15,789,843.12</u></u>

Respectfully Submitted,  
  
Cullen Spencer, District Treasurer  
11/7/2024

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

Treasurer's Report  
Leadership  
August 1 - August 31, 2024

**Balance Forward: August 1, 2024** \$ 86,111.69

**Receipts**

Vanco RevTrak Revenue	694.04	
Xfer from Extracurricular	1,237.50	
Vending Commissions	331.20	
Interest	264.11	
Xfer from General Now		
Xfer from Deductions		
Cash Receipt Query Attached	700.00	
Misc deposit	17.00	
<b>Total Receipts</b>		3,243.85

**Disbursements**

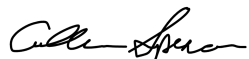
Warrant	(5,984.60)	
NSF Check		
FNBO Credit Card		
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Trust Memorial		
<b>Total Disbursements</b>		(5,984.60)

**Balance on Hand: August 31, 2024** \$ 83,370.94

**Bank Reconciliation**

Bank Statement CNB 4762		26,246.12
Bank Statement NYCLASS 0009		60,411.92
Less Outstanding Checks		(3,322.50)
Deposit in-transit (Revtrak)		155.40
Deposit in-transit (Stop payment fee)		
Xfer in-transit (to XC)		
Xfer in-transit (to Gen)		(120.00)
<b>Reconciled Balance</b>		\$ 83,370.94

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
11/7/2024

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



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

<b>Balance Forward:</b>	<b>August 1, 2024</b>	15,207.63
<b>Receipts</b>		
	Xfer from Gen Now	
	ACH Return	
	Payroll adjustments	
	Voided Checks	
	Interest	0.37
	<b>Total Receipts</b>	<u>0.37</u>
<b>Disbursements</b>		
	Adj for negative PR checks	
	Xfer to General Now	
	<b>Total Disbursements</b>	<u>-</u>
<b>Balance on Hand:</b>	<b>August 31, 2024</b>	<u><u>\$ 15,208.00</u></u>

**Bank Reconciliation**

Bank Statement	CNB 7815	0.03%	15,208.00
Outstanding Checks			-
Deposit in transit - Stop payment fee refund			
Small balance adj			
	<b>Reconciled Balance</b>		<u><u>\$ 15,208.00</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

Treasurer's Report  
Trust Memorial  
August 1 - August 31, 2024

**Balance Forward: August 1, 2024** 386,560.47

**Receipts**

Dividends		
Academy Trust	230.40	
Sara Shenkman	18.24	
Donations/Contributions		
Investment Results		
Stale-Dated Check write-offs		
Xfer from Leadership		
Interest	0.13	
Total Receipts		248.77

**Disbursements**

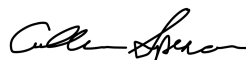
Warrant		
Void Warrant		
Xfer to Extracurricular		
Investment Results		
Due to Extra Curricular		
Total Disbursements		-

**Balance on Hand: August 31, 2024** \$ 386,809.24

**Bank Reconciliation**

Bank Statement	CNB Invest	381,867.57
Bank Statement	CNB 6516	4,941.67
Less Outstanding Checks		
Deposit in transit (Stop payment fee refund)		
<b>Reconciled Balance</b>		<u><u>\$ 386,809.24</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 8/31/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	22,650.00	0.00	22,650.00	0.00	0.00	22,650.00
120	Instructional Salary	*	7,997,223.00	0.00	7,997,223.00	15,538.50	7,472,894.50	508,790.00
121	Instructional Salary	*	375,177.00	0.00	375,177.00	0.00	380,411.00	-5,234.00
122	Instructional Salary	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
129	Instructional Salary	*	16,656.00	0.00	16,656.00	5,313.62	0.00	11,342.38
130	Instructional Salary	*	9,316,024.00	-1,669.20	9,314,354.80	4,444.00	9,027,299.00	282,611.80
140	Instructional Salary Substitutes	*	823,750.00	0.00	823,750.00	60.00	0.00	823,690.00
141	Instructional Salary	*	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
150	Instructional Salary	*	12,080,668.00	125,249.70	12,205,917.70	804,049.09	9,580,753.80	1,821,114.81
151	Instructional Salary	*	9,550.00	0.00	9,550.00	0.00	0.00	9,550.00
160	Non-Instructional Salary	*	10,823,668.00	-30,580.50	10,793,087.50	875,479.06	3,705,639.44	6,211,969.00
200	Equipment	*	574,896.00	26,001.02	600,897.02	69,986.25	47,114.14	483,796.63
220	Computer Hardware	*	130,600.00	0.00	130,600.00	0.00	0.00	130,600.00
400	Contractual	*	3,633,615.00	343,789.82	3,977,404.82	549,628.20	2,176,061.50	1,251,715.12
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,921,662.00	49,550.12	1,971,212.12	460,007.40	997,252.19	513,952.53
460	Computer Software	*	122,905.00	1,548.00	124,453.00	7,018.37	41,044.41	76,390.22
470	Tuition	*	1,621,257.00	-8,530.00	1,612,727.00	990.00	120,445.00	1,491,292.00
480	Textbooks	*	205,712.00	-1,548.00	204,164.00	45,470.69	52,180.53	106,512.78
490	BOCES	*	10,127,758.00	44,299.95	10,172,057.95	0.00	9,988,895.95	183,162.00
600	Principal	*	4,395,000.00	0.00	4,395,000.00	350,000.00	4,450,000.00	-405,000.00
700	Interest	*	3,343,635.00	0.00	3,343,635.00	86,925.00	2,461,067.35	795,642.65
800	Employee Benefits	*	23,293,100.00	-127,000.00	23,166,100.00	4,430,590.47	14,501,979.96	4,233,529.57
900	Interfund Transfers	*	280,000.00	0.00	280,000.00	0.00	0.00	280,000.00
<b>Fund ATotals:</b>			<b>91,147,506.00</b>	<b>421,110.91</b>	<b>91,568,616.91</b>	<b>7,705,500.65</b>	<b>65,003,038.77</b>	<b>18,860,077.49</b>
160	Non-Instructional Salary	*	675,100.00	0.00	675,100.00	33,472.77	66,306.68	575,320.55
200	Equipment	*	179,000.00	0.00	179,000.00	0.00	46,454.77	132,545.23
400	Contractual	*	1,113,000.00	0.00	1,113,000.00	8,180.89	932,089.59	172,729.52
450	Supplies	*	121,900.00	0.00	121,900.00	0.00	110,000.00	11,900.00
800	Employee Benefits	*	284,000.00	0.00	284,000.00	34,924.37	12,575.49	236,500.14
<b>Fund CTotals:</b>			<b>2,373,000.00</b>	<b>0.00</b>	<b>2,373,000.00</b>	<b>76,578.03</b>	<b>1,167,426.53</b>	<b>1,128,995.44</b>

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 8/31/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150		*	6,000.00	0.00	6,000.00	3,000.00	0.00	3,000.00
800		*	459.00	0.00	459.00	0.00	0.00	459.00
Fund FHBTotals:			6,459.00	0.00	6,459.00	3,000.00	0.00	3,459.00
150	Instructional Salary	*	396,794.00	0.00	396,794.00	0.00	502,056.00	-105,262.00
400	Contractual	*	11,144.59	-2,005.26	9,139.33	0.00	0.00	9,139.33
450	Supplies	*	9,098.00	4,505.26	13,603.26	419.99	4,085.27	9,098.00
800	Employee Benefits	*	165,364.00	0.00	165,364.00	0.00	0.00	165,364.00
Fund FIATotals:			582,400.59	2,500.00	584,900.59	419.99	506,141.27	78,339.33
150	Instructional Salary	*	606,768.00	0.00	606,768.00	0.00	593,530.00	13,238.00
160	Non-Instructional Salary	*	134,293.00	0.00	134,293.00	4,237.60	15,623.38	114,432.02
400	Contractual	*	100,411.00	0.00	100,411.00	0.00	0.00	100,411.00
800	Employee Benefits	*	203,249.00	0.00	203,249.00	0.00	0.00	203,249.00
Fund FIBTotals:			1,044,721.00	0.00	1,044,721.00	4,237.60	609,153.38	431,330.02
150	Instructional Salary	*	1,319.00	0.00	1,319.00	0.00	0.00	1,319.00
160	Non-Instructional Salary	*	13,034.00	0.00	13,034.00	2,208.84	10,825.16	0.00
400	Contractual	*	18,341.00	0.00	18,341.00	0.00	0.00	18,341.00
Fund FICTotals:			32,694.00	0.00	32,694.00	2,208.84	10,825.16	19,660.00
150	Instructional Salary	*	91,939.00	0.00	91,939.00	0.00	0.00	91,939.00
400	Contractual	*	4,101.00	0.00	4,101.00	0.00	0.00	4,101.00
450	Supplies	*	29.02	0.00	29.02	0.00	0.00	29.02
460	Travel	*	2,039.00	0.00	2,039.00	0.00	0.00	2,039.00
Fund FIITotals:			98,108.02	0.00	98,108.02	0.00	0.00	98,108.02
400	Contractual	*	37,276.76	5,700.00	42,976.76	1,500.00	4,200.00	37,276.76
450	Supplies	*	744.29	0.00	744.29	0.00	0.00	744.29
490		*	912.00	0.00	912.00	0.00	0.00	912.00
Fund FIVTotals:			38,933.05	5,700.00	44,633.05	1,500.00	4,200.00	38,933.05
150	Instructional Salary	*	93,000.00	0.00	93,000.00	116,770.50	0.00	-23,770.50

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 8/31/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
160	Non-Instructional Salary	*	165,000.00	0.00	165,000.00	140,923.13	0.00	24,076.87
400	Contractual	*	51,500.00	0.00	51,500.00	4,016.06	1,040.00	46,443.94
450	Supplies	*	600.00	0.00	600.00	183.42	349.83	66.75
470	Tuition	*	150,200.00	0.00	150,200.00	43,900.08	92,810.02	13,489.90
490		*	375,000.00	0.00	375,000.00	0.00	375,000.00	0.00
800	Employee Benefits	*	83,000.00	0.00	83,000.00	0.00	0.00	83,000.00
<b>Fund FSSTotals:</b>			<b>918,300.00</b>	<b>0.00</b>	<b>918,300.00</b>	<b>305,793.19</b>	<b>469,199.85</b>	<b>143,306.96</b>
150	Instructional Salary	*	267,812.00	0.00	267,812.00	0.00	258,810.00	9,002.00
160	Non-Instructional Salary	*	89,703.00	0.00	89,703.00	0.00	0.00	89,703.00
400	Contractual	*	429,000.00	0.00	429,000.00	0.00	429,000.00	0.00
800	Employee Benefits	*	2,607.00	0.00	2,607.00	0.00	0.00	2,607.00
<b>Fund FUPTotals:</b>			<b>789,122.00</b>	<b>0.00</b>	<b>789,122.00</b>	<b>0.00</b>	<b>687,810.00</b>	<b>101,312.00</b>
240		*	10,000.00	0.00	10,000.00	8,042.79	1,957.21	0.00
293		*	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
<b>Fund H25Totals:</b>			<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>8,042.79</b>	<b>1,957.21</b>	<b>90,000.00</b>
210		*	500,000.00	1,872,525.84	2,372,525.84	312,770.84	1,524,755.00	535,000.00
<b>Fund HBUTotals:</b>			<b>500,000.00</b>	<b>1,872,525.84</b>	<b>2,372,525.84</b>	<b>312,770.84</b>	<b>1,524,755.00</b>	<b>535,000.00</b>
200		*	170,697.81	0.00	170,697.81	0.00	0.00	170,697.81
400		*	75,974.19	0.00	75,974.19	0.00	0.00	75,974.19
<b>Fund HSSTotals:</b>			<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>	<b>0.00</b>	<b>0.00</b>	<b>246,672.00</b>
<b>Grand Totals:</b>			<b>97,877,915.66</b>	<b>2,301,836.75</b>	<b>100,179,752.41</b>	<b>8,420,051.93</b>	<b>69,984,507.17</b>	<b>21,775,193.31</b>

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 8/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">A 1001</a>	Real Property Tax	52,580,000.00	0.00	52,580,000.00	0.00	52,580,000.00
<a href="#">A 1081</a>	Other Payment in Lieu of Taxes	675,195.00	0.00	675,195.00	0.00	675,195.00
<a href="#">A 1090</a>	Interest and Penalties on Real Property Taxes	191,469.00	0.00	191,469.00	2,202.60	189,266.40
<a href="#">A 1335</a>	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	-1,025.00	6,025.00
<a href="#">A 2230</a>	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	0.00	160,000.00
<a href="#">A 2280</a>	Health Services for Other Districts	55,000.00	0.00	55,000.00	0.00	55,000.00
<a href="#">A 2401</a>	Interest and Earnings	250,000.00	0.00	250,000.00	225,401.76	24,598.24
<a href="#">A 2440</a>	Rental of Buses	15,000.00	0.00	15,000.00	0.00	15,000.00
<a href="#">A 2650</a>	Sale of Scrap and Excess Materials	5,000.00	0.00	5,000.00	120.00	4,880.00
<a href="#">A 2666</a>	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	0.00	50,000.00
<a href="#">A 2701</a>	Refund of Prior Year Expenses	150,000.00	0.00	150,000.00	1,923.21	148,076.79
<a href="#">A 2770</a>	Other Unclassified Revenues	60,000.00	0.00	60,000.00	882.09	59,117.91
<a href="#">A 2770.002</a>	Use of Facilities	0.00	0.00	0.00	362.50	-362.50
<a href="#">A 3101</a>	Formula Operating Aid	32,580,515.00	0.00	32,580,515.00	0.00	32,580,515.00
<a href="#">A 3103</a>	BOCES Aid	2,100,000.00	0.00	2,100,000.00	0.00	2,100,000.00
<a href="#">A 3104</a>	Tuition Aid (Chapters 47, 66, and 721)	125,000.00	0.00	125,000.00	0.00	125,000.00
<a href="#">A 3260</a>	Texbook Aid	190,000.00	0.00	190,000.00	0.00	190,000.00
<a href="#">A 3261</a>	Computer Hardware Aid	50,000.00	0.00	50,000.00	0.00	50,000.00
<a href="#">A 3262</a>	Computer Software Aid	49,000.00	0.00	49,000.00	0.00	49,000.00
<a href="#">A 3263</a>	Library Media Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
<a href="#">A 3289</a>	Other State Aid	15,000.00	0.00	15,000.00	87,329.65	-72,329.65
<a href="#">A 4601</a>	Medicaid Assistance	120,000.00	0.00	120,000.00	0.00	120,000.00
<b>A Totals:</b>		<b>89,446,179.00</b>	<b>0.00</b>	<b>89,446,179.00</b>	<b>317,196.81</b>	<b>89,128,982.19</b>
<a href="#">C 1245</a>	Other Breakfast Sales	11,000.00	0.00	11,000.00	72.15	10,927.85
<a href="#">C 1445</a>	Other Lunch Sales	225,500.00	0.00	225,500.00	662.40	224,837.60
<a href="#">C 1446</a>	Catering/Special Events	6,000.00	0.00	6,000.00	0.00	6,000.00
<a href="#">C 2401</a>	Interest and Earnings	25,000.00	0.00	25,000.00	3,146.58	21,853.42
<a href="#">C 2402</a>	Over/Short	0.00	0.00	0.00	1.24	-1.24
<a href="#">C 2770</a>	Other Unclassified Revenue	0.00	0.00	0.00	1,387.12	-1,387.12
<a href="#">C 2771</a>	Commissions	4,000.00	0.00	4,000.00	0.00	4,000.00
<a href="#">C 3190</a>	State Aid - School Lunch	605,000.00	0.00	605,000.00	0.00	605,000.00
<a href="#">C 3192</a>	Summer Food Service Program - State	0.00	0.00	0.00	929.00	-929.00

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 8/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">C 3290</a>	State Aid - School Breakfast	198,000.00	0.00	198,000.00	0.00	198,000.00
<a href="#">C 4190</a>	Surplus Food - Federal	75,000.00	0.00	75,000.00	0.00	75,000.00
<a href="#">C 4190.100</a>	Federal Lunch	869,000.00	0.00	869,000.00	0.00	869,000.00
<a href="#">C 4190.200</a>	Federal Breakfast	324,500.00	0.00	324,500.00	0.00	324,500.00
<a href="#">C 4190.300</a>	Other Federal Revenues	10,000.00	0.00	10,000.00	0.00	10,000.00
<a href="#">C 4192</a>	Summer Food Service Program - Federal	20,000.00	0.00	20,000.00	31,711.00	-11,711.00
<b>C Totals:</b>		<b>2,373,000.00</b>	<b>0.00</b>	<b>2,373,000.00</b>	<b>37,909.49</b>	<b>2,335,090.51</b>
<a href="#">FHB 3289</a>	Healthcare Workers Bonus	6,459.00	0.00	6,459.00	3,229.50	3,229.50
<b>FHB Totals:</b>		<b>6,459.00</b>	<b>0.00</b>	<b>6,459.00</b>	<b>3,229.50</b>	<b>3,229.50</b>
<a href="#">FIA 4126.000.24</a>	Title I Part A 2023-24	10,737.59	0.00	10,737.59	0.00	10,737.59
<a href="#">FIA 4126.000.25</a>	Title I Part A 2024-25	574,163.00	0.00	574,163.00	0.00	574,163.00
<b>FIA Totals:</b>		<b>584,900.59</b>	<b>0.00</b>	<b>584,900.59</b>	<b>0.00</b>	<b>584,900.59</b>
<a href="#">FIB 4256</a>	IDEA Section 611	1,044,721.00	0.00	1,044,721.00	0.00	1,044,721.00
<b>FIB Totals:</b>		<b>1,044,721.00</b>	<b>0.00</b>	<b>1,044,721.00</b>	<b>0.00</b>	<b>1,044,721.00</b>
<a href="#">FIC 4256</a>	IDEA Section 619	32,694.00	0.00	32,694.00	0.00	32,694.00
<b>FIC Totals:</b>		<b>32,694.00</b>	<b>0.00</b>	<b>32,694.00</b>	<b>0.00</b>	<b>32,694.00</b>
<a href="#">FII 4126.000.24</a>	Title IIA State Aid 23/24	1,542.02	0.00	1,542.02	0.00	1,542.02
<a href="#">FII 4126.000.25</a>	Title IIA State Aid 24/25	96,566.00	0.00	96,566.00	0.00	96,566.00
<b>FII Totals:</b>		<b>98,108.02</b>	<b>0.00</b>	<b>98,108.02</b>	<b>0.00</b>	<b>98,108.02</b>
<a href="#">FIV 4129.000.24</a>	Title IV State Aid 23/24	8,052.45	0.00	8,052.45	0.00	8,052.45
<a href="#">FIV 4129.000.25</a>	Title IV State Aid 24/25	36,580.60	0.00	36,580.60	0.00	36,580.60
<b>FIV Totals:</b>		<b>44,633.05</b>	<b>0.00</b>	<b>44,633.05</b>	<b>0.00</b>	<b>44,633.05</b>
<a href="#">FSS 3289</a>	Summer School Aid	734,640.00	0.00	734,640.00	0.00	734,640.00
<a href="#">FSS 5031</a>	Summer School Interfund Transfer	183,660.00	0.00	183,660.00	0.00	183,660.00
<b>FSS Totals:</b>		<b>918,300.00</b>	<b>0.00</b>	<b>918,300.00</b>	<b>0.00</b>	<b>918,300.00</b>

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 8/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">FUP 3289</a>	Universal PreK	789,122.00	0.00	789,122.00	0.00	789,122.00
	<b>FUP Totals:</b>	<b>789,122.00</b>	<b>0.00</b>	<b>789,122.00</b>	<b>0.00</b>	<b>789,122.00</b>
<a href="#">H25 5031</a>	Capital Outlay 2024-25 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	<b>H25 Totals:</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
<a href="#">HBU 5031</a>	Interfund Transfer from General Fund	500,000.00	0.00	500,000.00	0.00	500,000.00
	<b>HBU Totals:</b>	<b>500,000.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>500,000.00</b>
<a href="#">HSS 3297.000</a>	Smart Schools State Sources	246,672.00	0.00	246,672.00	0.00	246,672.00
	<b>HSS Totals:</b>	<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>
<a href="#">V 2401</a>	Interest & Earnings	0.00	0.00	0.00	5,383.78	-5,383.78
	<b>V Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,383.78</b>	<b>-5,383.78</b>
	<b>Grand Totals:</b>	<b>96,184,788.66</b>	<b>0.00</b>	<b>96,184,788.66</b>	<b>363,719.58</b>	<b>95,821,069.08</b>




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

<b>Balance Forward:</b>	<b>September 1, 2024</b>	1,127,268.06
<b>Receipts</b>		
	Meal Claims	17,379.00
	Prior month in-transit adj	
	Cafeteria Deposits - Sent by School Café	6,399.40
	Cafeteria Deposits - Sent by D.O.	
	Account Deposits - Online	17,846.25
	Refunds	
	Commissions	
	Local Foods Grant	
	Rebates	
	Federal ARP Equipment Grant	
	Donation	
	Invoices	987.39
	Interest	1,488.01
		44,100.05
	<b>Total Receipts</b>	
<b>Disbursements</b>		
	Warrant	(96,560.34)
	Sales Tax	
	Xfer to General	
	Payroll 9/13/24	(4,432.22)
	Payroll 9/30/24	(28,321.81)
		(129,314.37)
	<b>Total Disbursements</b>	
<b>Balance on Hand:</b>	<b>September 30, 2024</b>	<b>\$ 1,042,053.74</b>

**Bank Reconciliation**

<b>Bank Statement</b>			
	CNB 5115	0.03%	719,701.92
	CNB Paypal	0.00%	19,189.05
	NYCLASS 0010		357,957.89
	Deposit in transit (Café Deposit)		
	Deposit in transit (from General)		
	Outstanding Checks		(54,795.12)
	<b>Reconciled Balance</b>		<b>\$ 1,042,053.74</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
11/7/2024

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

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

**Balance Forward:        September 1, 2024** 39,062.61

**Receipts**

Receipts		
Xfer from Capital Checking CNB		
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	0.27	
Total Receipts	0.27	0.27

**Disbursements**

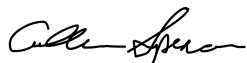
Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation		
Xfer to DS	(39,062.61)	
Total Disbursements	(39,062.61)	(39,062.61)

**Balance on Hand:        September 30, 2024** \$        0.27

**Bank Reconciliation**

Bank Statement    CNB 2223        0.03%		0.27
Bank Statement    NYCLASS		-
Xfer in transit (to Capital Checking)		
<b>Reconciled Balance</b>	<b>\$        0.27</b>	

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

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

**Balance Forward:      September 1, 2024** 47,168.16  
**Receipts**

Loan from General for Asset Preservation  
Loan from General for Bus Purchase  
Insurance Proceeds for Academy Gym Floor  
Smart Schools Bond  
Xfer from BAN Proceeds for Asset Preservation  
Xfer from General  
Refund - Hanover  
Interest

Total Receipts \_\_\_\_\_ -

**Disbursements**

Warrant  
Xfer to Capital Savings  
Prior month correction  
Due to DS  
Xfer to General for BAN payoff

Total Disbursements \_\_\_\_\_ -

**Balance on Hand:      September 30, 2024** \$      47,168.16

**Bank Reconciliation**

Bank Statement      CNB 5645 2.53  
                                 Chase 1109 138,422.52

Xfer to general in transit  
Outstanding Checks (91,256.89)

**Reconciled Balance** \$      47,168.16

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

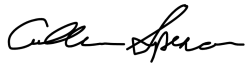
Treasurer's Report  
Debt Service  
September 1 - September 30, 2024

<b>Balance Forward:</b>	<b>September 1, 2024</b>		1,153,733.18
<b>Receipts</b>			
	Xfer from Capital	39,062.61	
	BAN Premium		
	Interest - CD	2,527.94	
	Interest - Savings	19.33	
	<b>Total Receipts</b>	<hr/>	41,609.88
<b>Disbursements</b>			
	Xfer to General	-	
	<b>Total Disbursements</b>	<hr/>	-
<b>Balance on Hand:</b>	<b>September 30, 2024</b>		<u><u>\$ 1,195,343.06</u></u>

**Bank Reconciliation**

Bank Statement	CNB 7123	19.33
Bank Statement	CD 7700	590,421.17
Bank Statement	CD 7909	604,902.56
Deposit in transit (refund of CNB wire fee)		
	<b>Reconciled Balance</b>	<u><u>\$ 1,195,343.06</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer  
11/7/2024

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

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

**Balance Forward:            September 1, 2024** 1,075,513.33

**Receipts**

IDEA 611	208,944.00	
IDEA 619	6,538.00	
ARP-IDEA 611		
ARP-IDEA 619		
Federal COVID Stimulus - CRRSA		
Federal COVID Stimulus - ARPA	572,351.00	
Summer 4408 (ESY)		
Title IA		
Title III ENL		
Title IIIA		
Title IV		
Title IIA		
UPK		
UPK - ARPA		
Healthcare Workers Bonus		
Total Receipts	787,833.00	

**Disbursements**

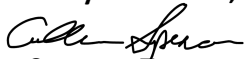
Warrant - Checks	(2,500.00)	
Warrant - ACH	(11,970.25)	
Due to General		
PR Adjustments		
XFER to Gen for interfund loan paydown		
PR 9-15	(76,813.59)	
PR 9-30	(72,936.13)	
Total Disbursements	(164,219.97)	

**Balance on Hand:            September 30, 2024** \$ 1,699,126.36

**Bank Reconciliation**

Bank Statement    Chase 1117		1,701,626.36
Outstanding Checks		(2,500.00)
Deposit in transit (xfer from Gen Muni)		
<b>Reconciled Balance</b>		<b>\$ 1,699,126.36</b>

Respectfully Submitted,

  
Cullen Spencer, Treasurer  
11/7/2024

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

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

**Balance Forward: September 1, 2024** 20,249,599.24

**Receipts**

STAR		
Gen Aid	979,697.00	
VLT	5,560,070.18	
Excess Cost Aid	48,734.00	
Nonresident Homeless Aid		
Commercial Gaming grant		
Instructional Materials Aid		
Summer Sch 4408		
Retiree Health ACH		
MCD		
Ch. 47/66/721		
IB Exam Waivers		
Misc		
Xfer from Gen Paypal		
Xfer from Leadership for PSAT Proctors		
Xfer from Gen Now/Tax Coll	6,500,000.00	
Xfer from Cafeteria		
E-rate		
Chromebook sales		
Interest	51,316.99	
<b>Total Receipts</b>	<b>51,316.99</b>	<b>13,139,818.17</b>

**Disbursements**

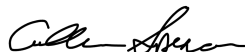
Xfer to General Now	(5,000,000.00)	
Xfer to VEBA		
Xfer to Deductions for Retiree 403B payout		
Xfer to Cafeteria		
Xfer to Capital for Bus purchase		
<b>Total Disbursements</b>	<b>(5,000,000.00)</b>	

**Balance on Hand: September 30, 2024** **\$ 28,389,417.41**

**Bank Reconciliation**

Bank Statement	CNB 4323	9,568,855.81
	NYCLASS 01-1165-0006	14,610.68
	NYCLASS 01-1165-0012	342.00
	Community Bank CDARS	7,000,000.00
	CNB CD 3476	
	CNB CD 7795	
	CNB CD 7993	
	CNB CD 9345	6,305,608.92
	CNB CD 1006	
	CNB CD 1174	
	CNB CD 0854	
	CNB CD 7168	
	CNB CD 6843	5,500,000.00
In-transit (Xfer to Gen Now)		
In-transit (Xfer to Fed)		
In-transit (IDEA and ARP-ESSER Deposits)		
<b>Reconciled Balance</b>		<b>\$ 28,389,417.41</b>

Respectfully Submitted,



Cullen Spencer, Treasurer  
 11/7/2024

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

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

**Balance Forward: September 1, 2024** 15,789,843.12

**Receipts**

Tax Collections		
County Prior Year Taxes	13,114.52	
County Tax Penalty	1,759.99	
Invoices	30,860.08	
City Prior Year Taxes		
City Tax Penalty		
PILOT	34,113.18	
BOCES		
Refunds	933.30	
Student Fees		
Donations		
Insurance Recovery		
E-rates		
Misc	3,059.05	
Scrap	338.00	
Revtrak Chromebook/iPad sales		
Xfer from Gen Muni	5,000,000.00	
Payroll Xfers from Café	32,754.03	
Payroll Xfers from Federal	149,749.72	
Xfer from Leadership	730.01	
Xfer from Payroll	15,208.00	
ACH return		
Retiree Health ACH		
ERS Accepted Adj	137.54	
Earnings from Treasury Bill Maturity	119,894.64	
Interest	4,786.96	
<b>Total Receipts</b>	<b>5,407,439.02</b>	

**Disbursements**

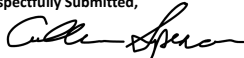
A/P Warrants	(2,367,868.11)	
Payroll Deductions Warrants	(3,868,292.26)	
Add back non-cash deduction payments:		
Employee Health Deductions	74,718.99	
Employee Dental Deductions	7,090.58	
Employee fines (Deduction code DISTR)	-	
Correction for Stale-dated payroll check voids		
Xfer to Leadership		
Health Insurance Wire		
ERS Annual Invoice		
Xfer to Capital		
ERS Accepted Adj		
Omni TSA Non-elective Contributions (ER)	(15,328.92)	
VEBA Cash Balance xfer to BRI		
BAN Principal		
BAN Interest		
H S A Fundings	(15,615.69)	
Xfer to Gen Muni	(6,500,000.00)	
Bond Interest		
Bond Principal		
Check Print Postage	(25.65)	
<b>Total Disbursements</b>	<b>(12,685,321.06)</b>	

**Balance on Hand: September 30, 2024** **\$ 8,511,961.08**

**Bank Reconciliation**

Bank Statement		
CNB 9172	1,764,346.70	
Tax Collection 6026		
Chase Lockbox 6841	1,684,425.07	
CNB 3427	200.00	
Chase Treasuries	6,998,395.71	
Outstanding Checks	(1,841,832.59)	
Charge in-transit (OMNI)	(76,764.72)	
Xfer in-transit (from Cafeteria)		
Charge in-transit (Payroll ERS)	(16,975.94)	
Deposit in transit (NSF check re-deposit)	329.85	
Xfer in-transit (to extracurricular)	(200.00)	
Refund in-transit - Stop payment fee	37.00	
<b>Reconciled Balance</b>	<b>\$ 8,511,961.08</b>	

Respectfully Submitted,

  
Cullen Spencer, District Treasurer  
11/7/2024

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

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

**Balance Forward: September 1, 2024** \$ 83,370.94

**Receipts**

Vanco RevTrak Revenue	8,875.99	
Xfer from Extracurricular		
Vending Commissions	298.56	
Interest	249.64	
Xfer from General Now		
Xfer from Deductions		
Cash Receipt Query Attached	1,325.00	
Misc deposit		
<b>Total Receipts</b>		<b>10,749.19</b>

**Disbursements**

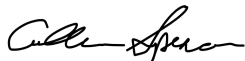
Warrant		
NSF Check		
FNBO Credit Card		
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for Prevention Program snacks	(730.01)	
Xfer to Trust Memorial		
<b>Total Disbursements</b>		<b>(730.01)</b>

**Balance on Hand: September 30, 2024** **\$ 93,390.12**

**Bank Reconciliation**

Bank Statement CNB 4762		32,734.29
Bank Statement NYCLASS 0009		60,660.83
Less Outstanding Checks		(58.00)
Deposit in-transit (Revtrak)		53.00
Deposit in-transit (Stop payment fee)		
Xfer in-transit (to XC)		
Xfer in-transit (to Gen)		
<b>Reconciled Balance</b>		<b>\$ 93,390.12</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
11/7/2024

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



Treasurer's Report  
Payroll  
September 1 - September 30, 2024

<b>Balance Forward:</b>	<b>September 1, 2024</b>	15,208.00
<b>Receipts</b>		
	Xfer from Gen Now	
	ACH Return	
	Payroll adjustments	
	Voided Checks	
	Interest	0.14
	<b>Total Receipts</b>	<u>0.14</u>
<b>Disbursements</b>		
	Adj for negative PR checks	
	Xfer to General Now	(15,208.00)
	<b>Total Disbursements</b>	<u>(15,208.00)</u>
<b>Balance on Hand:</b>	<b>September 30, 2024</b>	<u><u>\$ 0.14</u></u>

**Bank Reconciliation**

Bank Statement	CNB 7815	0.03%	0.14
Outstanding Checks			-
Deposit in transit - Stop payment fee refund			
Small balance adj			
	<b>Reconciled Balance</b>		<u><u>\$ 0.14</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

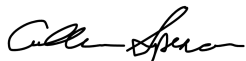
Treasurer's Report  
Trust Memorial  
September 1 - September 30, 2024

<b>Balance Forward:</b>	<b>September 1, 2024</b>	386,809.24
<b>Receipts</b>		
Dividends		
Academy Trust		
Sara Shenkman	19.78	
Donations/Contributions	4,583.00	
Investment Results		
Stale-Dated Check write-offs		
Xfer from Leadership		
Interest	0.18	
	<b>Total Receipts</b>	<u>4,602.96</u>
 <b>Disbursements</b>		
Warrant		
Void Warrant		
Xfer to Extracurricular		
Investment Results		
Due to Extra Curricular		
	<b>Total Disbursements</b>	<u>-</u>
 <b>Balance on Hand:</b>	<b>September 30, 2024</b>	<u><u>\$ 391,412.20</u></u>

**Bank Reconciliation**

Bank Statement	CNB Invest	381,867.57
Bank Statement	CNB 6516	9,544.63
Less Outstanding Checks		
Deposit in transit (Stop payment fee refund)		
	<b>Reconciled Balance</b>	<u><u>\$ 391,412.20</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**  
**11/7/2024**

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

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 9/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	22,650.00	-1,025.00	21,625.00	0.00	0.00	21,625.00
120	Instructional Salary	*	7,997,223.00	-2,457.00	7,994,766.00	693,457.24	7,110,438.76	190,870.00
121	Instructional Salary	*	375,177.00	0.00	375,177.00	32,301.54	321,873.46	21,002.00
122	Instructional Salary	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
129	Instructional Salary	*	16,656.00	0.00	16,656.00	7,139.62	0.00	9,516.38
130	Instructional Salary	*	9,316,024.00	-1,669.20	9,314,354.80	826,123.84	8,370,561.16	117,669.80
140	Instructional Salary Substitutes	*	823,750.00	0.00	823,750.00	15,978.29	0.00	807,771.71
141	Instructional Salary	*	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
150	Instructional Salary	*	12,080,668.00	128,731.70	12,209,399.70	1,954,776.21	9,133,603.70	1,121,019.79
151	Instructional Salary	*	9,550.00	0.00	9,550.00	0.00	0.00	9,550.00
160	Non-Instructional Salary	*	10,823,668.00	-30,580.50	10,793,087.50	1,568,959.80	3,378,409.58	5,845,718.12
200	Equipment	*	574,896.00	24,501.02	599,397.02	75,385.06	129,628.12	394,383.84
220	Computer Hardware	*	130,600.00	0.00	130,600.00	0.00	0.00	130,600.00
400	Contractual	*	3,633,615.00	391,289.82	4,024,904.82	893,517.52	2,161,593.43	969,793.87
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,921,662.00	51,450.12	1,973,112.12	762,480.18	764,002.52	446,629.42
460	Computer Software	*	122,905.00	1,548.00	124,453.00	32,501.72	20,510.41	71,440.87
470	Tuition	*	1,621,257.00	-8,530.00	1,612,727.00	16,104.30	1,212,957.44	383,665.26
480	Textbooks	*	205,712.00	-1,548.00	204,164.00	81,339.77	16,736.65	106,087.58
490	BOCES	*	10,127,758.00	37,599.95	10,165,357.95	1,639,666.12	8,342,529.83	183,162.00
600	Principal	*	4,395,000.00	405,000.00	4,800,000.00	350,000.00	4,450,000.00	0.00
700	Interest	*	3,343,635.00	-405,000.00	2,938,635.00	86,925.00	2,461,067.35	390,642.65
800	Employee Benefits	*	23,293,100.00	-168,200.00	23,124,900.00	5,058,583.61	14,138,971.74	3,927,344.65
900	Interfund Transfers	*	280,000.00	0.00	280,000.00	0.00	0.00	280,000.00
<b>Fund ATotals:</b>			<b>91,147,506.00</b>	<b>421,110.91</b>	<b>91,568,616.91</b>	<b>14,095,239.82</b>	<b>62,012,884.15</b>	<b>15,460,492.94</b>
160	Non-Instructional Salary	*	675,100.00	0.00	675,100.00	63,999.65	59,676.02	551,424.33
200	Equipment	*	179,000.00	0.00	179,000.00	13,353.30	56,864.04	108,782.66
400	Contractual	*	1,113,000.00	0.00	1,113,000.00	85,798.44	854,327.97	172,873.59
450	Supplies	*	121,900.00	0.00	121,900.00	5,406.44	105,275.28	11,218.28
800	Employee Benefits	*	284,000.00	0.00	284,000.00	53,353.74	7,480.56	223,165.70
<b>Fund CTotals:</b>			<b>2,373,000.00</b>	<b>0.00</b>	<b>2,373,000.00</b>	<b>221,911.57</b>	<b>1,083,623.87</b>	<b>1,067,464.56</b>

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 9/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150		*	6,000.00	0.00	6,000.00	3,000.00	0.00	3,000.00
800		*	459.00	0.00	459.00	0.00	0.00	459.00
	<b>Fund FHBTotals:</b>		<b>6,459.00</b>	<b>0.00</b>	<b>6,459.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,459.00</b>
150	Instructional Salary	*	396,794.00	0.00	396,794.00	42,022.48	396,594.52	-41,823.00
400	Contractual	*	11,144.59	-2,005.26	9,139.33	0.00	0.00	9,139.33
450	Supplies	*	9,098.00	4,505.26	13,603.26	4,505.26	0.00	9,098.00
800	Employee Benefits	*	165,364.00	0.00	165,364.00	0.00	0.00	165,364.00
	<b>Fund FIATotals:</b>		<b>582,400.59</b>	<b>2,500.00</b>	<b>584,900.59</b>	<b>46,527.74</b>	<b>396,594.52</b>	<b>141,778.33</b>
150	Instructional Salary	*	606,768.00	0.00	606,768.00	50,563.84	556,204.16	0.00
160	Non-Instructional Salary	*	134,293.00	0.00	134,293.00	12,950.03	7,367.83	113,975.14
400	Contractual	*	100,411.00	0.00	100,411.00	0.00	0.00	100,411.00
800	Employee Benefits	*	203,249.00	0.00	203,249.00	0.00	0.00	203,249.00
	<b>Fund FIBTotals:</b>		<b>1,044,721.00</b>	<b>0.00</b>	<b>1,044,721.00</b>	<b>63,513.87</b>	<b>563,571.99</b>	<b>417,635.14</b>
150	Instructional Salary	*	1,319.00	0.00	1,319.00	109.64	1,209.36	0.00
160	Non-Instructional Salary	*	13,034.00	0.00	13,034.00	3,294.94	9,739.06	0.00
400	Contractual	*	18,341.00	0.00	18,341.00	0.00	0.00	18,341.00
	<b>Fund FICTotals:</b>		<b>32,694.00</b>	<b>0.00</b>	<b>32,694.00</b>	<b>3,404.58</b>	<b>10,948.42</b>	<b>18,341.00</b>
150	Instructional Salary	*	91,939.00	0.00	91,939.00	8,126.92	83,811.78	0.30
400	Contractual	*	4,101.00	-60.00	4,041.00	0.00	210.00	3,831.00
450	Supplies	*	29.02	0.00	29.02	0.00	0.00	29.02
460	Travel	*	2,039.00	60.00	2,099.00	0.00	0.00	2,099.00
	<b>Fund FIITotals:</b>		<b>98,108.02</b>	<b>0.00</b>	<b>98,108.02</b>	<b>8,126.92</b>	<b>84,021.78</b>	<b>5,959.32</b>
400	Contractual	*	37,276.76	5,700.00	42,976.76	2,400.00	35,300.00	5,276.76
450	Supplies	*	744.29	0.00	744.29	0.00	0.00	744.29
490		*	912.00	0.00	912.00	0.00	0.00	912.00
	<b>Fund FIVTotals:</b>		<b>38,933.05</b>	<b>5,700.00</b>	<b>44,633.05</b>	<b>2,400.00</b>	<b>35,300.00</b>	<b>6,933.05</b>
150	Instructional Salary	*	93,000.00	0.00	93,000.00	123,084.50	0.00	-30,084.50

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 9/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
160	Non-Instructional Salary	*	165,000.00	0.00	165,000.00	147,719.30	0.00	17,280.70
400	Contractual	*	51,500.00	0.00	51,500.00	4,196.06	500.00	46,803.94
450	Supplies	*	600.00	0.00	600.00	183.42	349.83	66.75
470	Tuition	*	150,200.00	0.00	150,200.00	53,205.06	74,200.00	22,794.94
490		*	375,000.00	0.00	375,000.00	0.00	375,000.00	0.00
800	Employee Benefits	*	83,000.00	0.00	83,000.00	0.00	0.00	83,000.00
<b>Fund FSSTotals:</b>			<b>918,300.00</b>	<b>0.00</b>	<b>918,300.00</b>	<b>328,388.34</b>	<b>450,049.83</b>	<b>139,861.83</b>
150	Instructional Salary	*	267,812.00	0.00	267,812.00	23,021.04	236,580.96	8,210.00
160	Non-Instructional Salary	*	89,703.00	0.00	89,703.00	2,997.10	0.00	86,705.90
400	Contractual	*	429,000.00	0.00	429,000.00	0.00	429,000.00	0.00
800	Employee Benefits	*	2,607.00	0.00	2,607.00	0.00	0.00	2,607.00
<b>Fund FUPTotals:</b>			<b>789,122.00</b>	<b>0.00</b>	<b>789,122.00</b>	<b>26,018.14</b>	<b>665,580.96</b>	<b>97,522.90</b>
240		*	10,000.00	0.00	10,000.00	8,042.79	1,957.21	0.00
293		*	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
<b>Fund H25Totals:</b>			<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>8,042.79</b>	<b>1,957.21</b>	<b>90,000.00</b>
210		*	500,000.00	1,872,525.84	2,372,525.84	312,770.84	1,524,755.00	535,000.00
<b>Fund HBUTotals:</b>			<b>500,000.00</b>	<b>1,872,525.84</b>	<b>2,372,525.84</b>	<b>312,770.84</b>	<b>1,524,755.00</b>	<b>535,000.00</b>
200		*	170,697.81	0.00	170,697.81	0.00	0.00	170,697.81
400		*	75,974.19	0.00	75,974.19	0.00	0.00	75,974.19
<b>Fund HSSTotals:</b>			<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>	<b>0.00</b>	<b>0.00</b>	<b>246,672.00</b>
<b>Grand Totals:</b>			<b>97,877,915.66</b>	<b>2,301,836.75</b>	<b>100,179,752.41</b>	<b>15,119,344.61</b>	<b>66,829,287.73</b>	<b>18,231,120.07</b>

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 9/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">A 1001</a>	Real Property Tax	52,580,000.00	0.00	52,580,000.00	0.00	52,580,000.00
<a href="#">A 1081</a>	Other Payment in Lieu of Taxes	675,195.00	0.00	675,195.00	10,113.18	665,081.82
<a href="#">A 1090</a>	Interest and Penalties on Real Property Taxes	191,469.00	0.00	191,469.00	3,962.59	187,506.41
<a href="#">A 1335</a>	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	-1,025.00	6,025.00
<a href="#">A 2230</a>	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	0.00	160,000.00
<a href="#">A 2280</a>	Health Services for Other Districts	55,000.00	0.00	55,000.00	0.00	55,000.00
<a href="#">A 2401</a>	Interest and Earnings	250,000.00	0.00	250,000.00	401,400.49	-151,400.49
<a href="#">A 2440</a>	Rental of Buses	15,000.00	0.00	15,000.00	25,156.00	-10,156.00
<a href="#">A 2650</a>	Sale of Scrap and Excess Materials	5,000.00	0.00	5,000.00	3,517.05	1,482.95
<a href="#">A 2666</a>	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	0.00	50,000.00
<a href="#">A 2701</a>	Refund of Prior Year Expenses	150,000.00	0.00	150,000.00	3,586.52	146,413.48
<a href="#">A 2770</a>	Other Unclassified Revenues	60,000.00	0.00	60,000.00	89,415.84	-29,415.84
<a href="#">A 2770.002</a>	Use of Facilities	0.00	0.00	0.00	362.50	-362.50
<a href="#">A 3101</a>	Formula Operating Aid	32,580,515.00	0.00	32,580,515.00	1,033,749.74	31,546,765.26
<a href="#">A 3102</a>	VLT Lottery Aid	0.00	0.00	0.00	5,560,070.18	-5,560,070.18
<a href="#">A 3103</a>	BOCES Aid	2,100,000.00	0.00	2,100,000.00	0.00	2,100,000.00
<a href="#">A 3104</a>	Tuition Aid (Chapters 47, 66, and 721)	125,000.00	0.00	125,000.00	0.00	125,000.00
<a href="#">A 3260</a>	Texbook Aid	190,000.00	0.00	190,000.00	0.00	190,000.00
<a href="#">A 3261</a>	Computer Hardware Aid	50,000.00	0.00	50,000.00	0.00	50,000.00
<a href="#">A 3262</a>	Computer Software Aid	49,000.00	0.00	49,000.00	0.00	49,000.00
<a href="#">A 3263</a>	Library Media Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
<a href="#">A 3289</a>	Other State Aid	15,000.00	0.00	15,000.00	87,329.65	-72,329.65
<a href="#">A 4601</a>	Medicaid Assistance	120,000.00	0.00	120,000.00	0.00	120,000.00
<b>A Totals:</b>		<b>89,446,179.00</b>	<b>0.00</b>	<b>89,446,179.00</b>	<b>7,217,638.74</b>	<b>82,228,540.26</b>
<a href="#">C 1245</a>	Other Breakfast Sales	11,000.00	0.00	11,000.00	1,232.94	9,767.06
<a href="#">C 1445</a>	Other Lunch Sales	225,500.00	0.00	225,500.00	17,992.33	207,507.67
<a href="#">C 1446</a>	Catering/Special Events	6,000.00	0.00	6,000.00	0.00	6,000.00
<a href="#">C 2401</a>	Interest and Earnings	25,000.00	0.00	25,000.00	4,634.59	20,365.41
<a href="#">C 2402</a>	Over/Short	0.00	0.00	0.00	38.77	-38.77
<a href="#">C 2770</a>	Other Unclassified Revenue	0.00	0.00	0.00	2,374.51	-2,374.51
<a href="#">C 2771</a>	Commissions	4,000.00	0.00	4,000.00	0.00	4,000.00
<a href="#">C 3190</a>	State Aid - School Lunch	605,000.00	0.00	605,000.00	0.00	605,000.00

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 9/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">C 3192</a>	Summer Food Service Program - State	0.00	0.00	0.00	929.00	-929.00
<a href="#">C 3290</a>	State Aid - School Breakfast	198,000.00	0.00	198,000.00	0.00	198,000.00
<a href="#">C 4190</a>	Surplus Food - Federal	75,000.00	0.00	75,000.00	0.00	75,000.00
<a href="#">C 4190.100</a>	Federal Lunch	869,000.00	0.00	869,000.00	0.00	869,000.00
<a href="#">C 4190.200</a>	Federal Breakfast	324,500.00	0.00	324,500.00	0.00	324,500.00
<a href="#">C 4190.300</a>	Other Federal Revenues	10,000.00	0.00	10,000.00	0.00	10,000.00
<a href="#">C 4192</a>	Summer Food Service Program - Federal	20,000.00	0.00	20,000.00	31,711.00	-11,711.00
<b>C Totals:</b>		<b>2,373,000.00</b>	<b>0.00</b>	<b>2,373,000.00</b>	<b>58,913.14</b>	<b>2,314,086.86</b>
<a href="#">FHB 3289</a>	Healthcare Workers Bonus	6,459.00	0.00	6,459.00	3,229.50	3,229.50
<b>FHB Totals:</b>		<b>6,459.00</b>	<b>0.00</b>	<b>6,459.00</b>	<b>3,229.50</b>	<b>3,229.50</b>
<a href="#">FIA 4126.000.24</a>	Title I Part A 2023-24	10,737.59	0.00	10,737.59	0.00	10,737.59
<a href="#">FIA 4126.000.25</a>	Title I Part A 2024-25	574,163.00	0.00	574,163.00	0.00	574,163.00
<b>FIA Totals:</b>		<b>584,900.59</b>	<b>0.00</b>	<b>584,900.59</b>	<b>0.00</b>	<b>584,900.59</b>
<a href="#">FIB 4256</a>	IDEA Section 611	1,044,721.00	0.00	1,044,721.00	208,944.00	835,777.00
<b>FIB Totals:</b>		<b>1,044,721.00</b>	<b>0.00</b>	<b>1,044,721.00</b>	<b>208,944.00</b>	<b>835,777.00</b>
<a href="#">FIC 4256</a>	IDEA Section 619	32,694.00	0.00	32,694.00	6,538.00	26,156.00
<b>FIC Totals:</b>		<b>32,694.00</b>	<b>0.00</b>	<b>32,694.00</b>	<b>6,538.00</b>	<b>26,156.00</b>
<a href="#">FII 4126.000.24</a>	Title IIA State Aid 23/24	1,542.02	0.00	1,542.02	0.00	1,542.02
<a href="#">FII 4126.000.25</a>	Title IIA State Aid 24/25	96,566.00	0.00	96,566.00	0.00	96,566.00
<b>FII Totals:</b>		<b>98,108.02</b>	<b>0.00</b>	<b>98,108.02</b>	<b>0.00</b>	<b>98,108.02</b>
<a href="#">FIV 4129.000.24</a>	Title IV State Aid 23/24	8,052.45	0.00	8,052.45	0.00	8,052.45
<a href="#">FIV 4129.000.25</a>	Title IV State Aid 24/25	36,580.60	0.00	36,580.60	0.00	36,580.60
<b>FIV Totals:</b>		<b>44,633.05</b>	<b>0.00</b>	<b>44,633.05</b>	<b>0.00</b>	<b>44,633.05</b>
<a href="#">FSS 3289</a>	Summer School Aid	734,640.00	0.00	734,640.00	0.00	734,640.00
<a href="#">FSS 5031</a>	Summer School Interfund Transfer	183,660.00	0.00	183,660.00	0.00	183,660.00
<b>FSS Totals:</b>		<b>918,300.00</b>	<b>0.00</b>	<b>918,300.00</b>	<b>0.00</b>	<b>918,300.00</b>

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 9/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">FUP 3289</a>	Universal PreK	789,122.00	0.00	789,122.00	0.00	789,122.00
	<b>FUP Totals:</b>	<b>789,122.00</b>	<b>0.00</b>	<b>789,122.00</b>	<b>0.00</b>	<b>789,122.00</b>
<a href="#">H25 5031</a>	Capital Outlay 2024-25 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	<b>H25 Totals:</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
<a href="#">HBU 5031</a>	Interfund Transfer from General Fund	500,000.00	0.00	500,000.00	0.00	500,000.00
	<b>HBU Totals:</b>	<b>500,000.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>500,000.00</b>
<a href="#">HSS 3297.000</a>	Smart Schools State SOurces	246,672.00	0.00	246,672.00	0.00	246,672.00
	<b>HSS Totals:</b>	<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>	<b>0.00</b>	<b>246,672.00</b>
<a href="#">V 2401</a>	Interest & Earnings	0.00	0.00	0.00	7,931.32	-7,931.32
	<b>V Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,931.32</b>	<b>-7,931.32</b>
	<b>Grand Totals:</b>	<b>96,184,788.66</b>	<b>0.00</b>	<b>96,184,788.66</b>	<b>7,503,194.70</b>	<b>88,681,593.96</b>



**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:**

Varsity Girls Basketball

**Summary of Trip:**

We have been invited to the Amsterdam Holiday Showcase which is a three day event (we only go for 2) with 21 other teams from 4 states and Cananda.

We play on December 27 and 28 against Shaker HS and Saugerties.

We will stay at The Castle Hotel in Amsterdam, where we have stayed the last two years for the same event.

**Name of Trip Coordinator:**

Mike Brennan

**Trip Coordinators Email:**

brennanm@canandaiguaschools.org

**Trip Coordinators Phone Number:**

585 261 0896

**Destination of Field Trip:**

Amsterdam, NY

**Departure Date and Approximate Departure Time:**

December 27, 2024

Approximately 10 AM

**Return Date and Approximate Return Time:**

December 28, 2024

Approximately 7 PM

**Number of Students Expected to Attend:**

12

**Number of Chaperones:**

Three

# Canandaigua City School District

## Overnight Field Trip Approval

### Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

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

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

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

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

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

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

*Please work with the school nurses on the medical forms*

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

### Office Use Only

Principal/ AD/ Supervisor	(Initial) <u>CC</u>	(Final) <u>CC</u>	
Director of Transportation	(Initial) <u>N/A</u>	(Final) <u>N/A</u>	—
Assistant Superintendent for Instruction:	(Initial) <u>N/A</u>	(Final) <u>N/A</u>	
Superintendent:	(Initial) <u>[Signature]</u>	(Final) <u>[Signature]</u>	
Board of Education:	(Initial) <u>9/23/2021</u> <u>[Signature]</u>	(Final) _____	

**Mode of Transportation:**

Parents

**Accommodations:**<https://www.amsterdamcastle.com/>

518 212 2 607

49 Florida Avenue

Amsterdam, NY

**Refund Policy/ Insurance Information:**

Insert Text

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.

These two games are a part of our 20 game regular season schedule

Attach or copy/paste a detailed Itinerary Below

Insert Itinerary

<b>Cost per Student</b>	
<b>Package Amount Approx - \$1200</b>	<b>Total per student = \$100</b>
<b>Or Breakdown Amount - Price per Student</b>	
<b>Travel/ Transportation</b>	<b>Parent Transportation</b>
<b>Lodging</b>	<b>\$850</b>
<b>Breakfast</b>	<b>\$150</b>
<b>Lunch</b>	<b>\$15</b>
<b>Dinner</b>	<b>\$185</b>
<b>Other Expenses (explanation)</b>	
<b>Cost of Trip per Student</b>	<b>\$100</b>
<b>Less Club Contribution</b>	<b>- \$85</b>
<b>Less Expected Fundraising</b>	<b>-</b>
<b>Final Cost to Student</b>	<b>= \$15</b>

**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.**

\_\_\_\_\_  
Name of Trip Coordinator

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

\_\_\_\_\_  
Date

Mike Brennan

## **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.

## 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 Ice Hockey

### Summary of Trip:

A two-day tournament to be played in Albany, NY. One game played on Friday night, and the second on Saturday morning.

### Name of Trip Coordinator:

David Taft

### Trip Coordinators Email:

david.taft@leonardsexpress.com

### Trip Coordinators Phone Number:

585-490-2603

### Destination of Field Trip:

Albany, NY

### Departure Date and Approximate Departure Time:

Friday November 29th at 11:00AM

### Return Date and Approximate Return Time:

Saturday November 30th at 3:00pm

### Number of Students Expected to Attend:

25

### Number of Chaperones:

4

### Mode of Transportation:

Coach Bus

### Accommodations:

Tru by Hilton Albany Crossgates Mall, 1651 Western Avenue, Albany, NY 12203

<https://www.hilton.com/en/hotels/albuuru-tru-albany-crossgates-mall/>

# Canandaigua City School District

## Overnight Field Trip Approval

### Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

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

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

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

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

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

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

*Please work with the school nurses on the medical forms*

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

### Office Use Only

Principal/ AD/ Supervisor

(Initial) CC

(Final) SLWC

Director of Transportation

(Initial) [Signature]

(Final) [Signature]

Assistant Superintendent for Instruction:

(Initial) \_\_\_\_\_

(Final) \_\_\_\_\_

Superintendent:

(Initial) [Signature]

(Final) \_\_\_\_\_

Board of Education:

(Initial) 9/23/24  
DS

(Final) \_\_\_\_\_



# Canandaigua City School District

## Overnight Field Trip Approval

### Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

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

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

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

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

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

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

*Please work with the school nurses on the medical forms*

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

---

### Office Use Only

Principal/ AD/ Supervisor

(Initial) CC

(Final) BLWC

Director of Transportation

(Initial) [Signature]

(Final) \_\_\_\_\_

Assistant Superintendent for Instruction:

(Initial) \_\_\_\_\_

(Final) \_\_\_\_\_

Superintendent:

(Initial) [Signature]

(Final) [Signature]

Board of Education:

(Initial) 9/23/24  
DS

(Final) \_\_\_\_\_

**Refund Policy/ Insurance Information:**

Students do not pay out of pocket for the trip, so no refund policy required

**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.**

This would be our fourth year participating in this tournament. Ever since we joined this tournament, I have found it to be extremely effective in bringing our entire team closer to one another. To be able to have a team bonding experience like this within 10 days of our team being picked is very ideal timing and gives us a competitive advantage over most of the other Section 5 teams once we return home. Most importantly, almost all of our players look back on this overnight trip as the highlight of their season and is a memory that each team holds onto when we reflect back on our season.

**Attach or copy/paste a detailed Itinerary Below**

Insert Itinerary

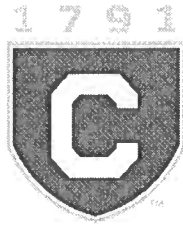
<b>Cost per Student</b>	
<b>Package Amount</b>	<b>Total per student = \$0</b>
<b>Or Breakdown Amount - Price per Student</b>	
<b>Travel/ Transportation</b>	<b>\$3,000</b>
<b>Lodging</b>	<b>\$1,575</b>
<b>Breakfast</b>	<b>Donated</b>
<b>Lunch</b>	<b>150</b>
<b>Dinner</b>	<b>Donated</b>
<b>Other Expenses (explanation)</b>	
<b>Cost of Trip per Student</b>	<b>\$190</b>
<b>Less Club Contribution</b>	<b>- \$4,725</b>
<b>Less Expected Fundraising</b>	<b>-</b>
<b>Final Cost to Student</b>	<b>= \$0</b>

**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.**

*David Taft*

Name of Trip Coordinator

Signature of Trip Coordinator



**Canandaigua Varsity Ice Hockey**  
**Overnight Itinerary – 2024 BC Classic Tournament**

**Friday November 29<sup>th</sup>:**

- 9:30am – Players and coaches arrive to GCCC for bag check
- 10:30am – Bus departs GCCC for Tru by Hilton Albany Crossgates Mall
- 2:00pm – Team arrives to Tru by Hilton Albany Crossgates Mall
- 3:15pm – Bus departs Tru by Hilton for Capital District YMCA
- 3:30pm – Bus arrives at Capital District YMCA
- 5:00pm – Puck drop for Canandaigua vs Albany Academy
- 7:15pm – Bus departs Capital District YMCA
- 7:30pm – Bus arrives at Tru by Hilton
- 10:15pm – Room checks and lights out

**Saturday November 30<sup>th</sup>:**

- 7:00am – Team meeting and breakfast
- 8:15am – Bus departs Tru by Hilton for Capital District YMCA
- 8:30am – Bus arrives at Capital District YMCA
- 10:00am – Puck drop for Canandaigua vs. Bethlehem
- 12:30pm – Bus departs Capital District YMCA for GCCC
- 4:00pm – Bus arrives to GCCC

**Important Addresses:**

**GCCC – 250 North Bloomfield Rd, Canandaigua, NY 14424**

**Tru by Hilton Albany Crossgates Mall – 1651 Western Ave, Albany, NY 12203**

**Capital District YMCA (Bethlehem Branch) – 900 Delaware Ave, Delmar, NY 12054**

**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:**

Wrestling Team, Academy/9th-12th

**Summary of Trip:**

Wrestling Tournament

**Name of Trip Coordinator:**

Mike Cuppernell

**Trip Coordinators Email:**

Canandaiguawrestling1@gmail.com

**Trip Coordinators Phone Number:**

585-259-8663

**Destination of Field Trip:**

Oswego State University - Laker Hall

**Departure Date and Approximate Departure Time:**

12/28/24. 6am

**Return Date and Approximate Return Time:**

12/29/24, TBD

**Number of Students Expected to Attend:**

15-20

**Number of Chaperones:**

4-6 Coaches

**Mode of Transportation:**

Bus or carpool

**Accommodations:**

140 E 13<sup>th</sup> Street

# Canandaigua City School District

## Overnight Field Trip Approval

### Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

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

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

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

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

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

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

*Please work with the school nurses on the medical forms*

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

---

### Office Use Only

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

Oswego, NY 13124  
315-207-0100

**Refund Policy/ Insurance Information:**

Insert Text

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.

Tournament

**Attach or copy/paste a detailed Itinerary Below**

Insert Itinerary

Cost per Student	
Package Amount	Total per student =
Or Breakdown Amount - Price per Student	
Travel/ Transportation	0
Lodging	0
Breakfast	0
Lunch	0
Dinner	0
Other Expenses ( <i>explanation</i> )	
Cost of Trip per Student	0
<i>Less Club Contribution</i>	-
<i>Less Expected Fundraising</i>	-
Final Cost to Student	= \$0

*Students may need to pay for meals*

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.

\_\_\_\_\_  
Name of Trip Coordinator

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

---

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.



**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:**

Wrestling Team, Academy/9th-12th

**Summary of Trip:**

Wrestling Tournament

**Name of Trip Coordinator:**

Mike Cuppernell

**Trip Coordinators Email:**

Canandaiguawrestling1@gmail.com

**Trip Coordinators Phone Number:**

585-259-8663

**Destination of Field Trip:**

@ LECOM Event Center (Formerly the First Arena) 155 N Main St, Elmira, NY 14901

**Departure Date and Approximate Departure Time:**

1/10/25 10:30am

**Return Date and Approximate Return Time:**

1/11/25, TBD

**Number of Students Expected to Attend:**

20-30

**Number of Chaperones:**

4-6 Coaches

**Mode of Transportation:**

Bus or carpool

**Accommodations:**

Candlewood Suites Horseheads- Elmira

# Canandaigua City School District Overnight Field Trip Approval

## Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

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

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

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

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

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

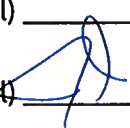
Send out between one month and two weeks prior to the field trip

*Please work with the school nurses on the medical forms*

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

---

### Office Use Only

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

198 Colonial Drive  
 Horseheads, NY 14845  
 607-873-7676

**Refund Policy/ Insurance Information:**

Insert Text

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.

Tournament

**Attach or copy/paste a detailed Itinerary Below**

Insert Itinerary

Cost per Student	
Package Amount	Total per student =
Or Breakdown Amount - Price per Student	
Travel/ Transportation	0
Lodging	0
Breakfast	0
Lunch	0
Dinner	0
Other Expenses ( <i>explanation</i> )	
Cost of Trip per Student	0
Less Club Contribution	-
Less Expected Fundraising	-
Final Cost to Student	= \$0

*students  
 may  
 need to pay  
 for meals*

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.

---

Name of Trip Coordinator

Signature of Trip Coordinator

---

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.

**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:**

Wrestling Team, Academy/9th-12th

**Summary of Trip:**

Wrestling Tournament

**Name of Trip Coordinator:**

Mike Cuppernell

**Trip Coordinators Email:**

Canandaiguawrestling1@gmail.com

**Trip Coordinators Phone Number:**

585-259-8663

**Destination of Field Trip:**

Jamestown Community College Athletic Complex  
525 Falconer Street, Jamestown, NY 14702

**Departure Date and Approximate Departure Time:**

12/13/24. 11:00am

**Return Date and Approximate Return Time:**

12/14/24, TBD

**Number of Students Expected to Attend:**

15-20

**Number of Chaperones:**

4-6 Coaches

**Mode of Transportation:**

Bus or carpool

**Accommodations:**

# Canandaigua City School District Overnight Field Trip Approval

## Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

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

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

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

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

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




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

*Please work with the school nurses on the medical forms*

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

---

### Office Use Only

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



Holiday Inn and Express  
 2811 N Main Street  
 Jamestown, NY 14701  
 716-487-000

Refund Policy/ Insurance Information:  
 Insert Text

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.

Tournament

Attach or copy/paste a detailed Itinerary Below  
 Insert Itinerary

Cost per Student	
Package Amount	Total per student =
Or Breakdown Amount - Price per Student	
Travel/ Transportation	0
Lodging	0
Breakfast	0
Lunch	0
Dinner	0
Other Expenses ( <i>explanation</i> )	
Cost of Trip per Student	0
<i>Less Club Contribution</i>	-
<i>Less Expected Fundraising</i>	-
Final Cost to Student	= \$0

*students  
 may need  
 to  
 pay for  
 meals*

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.

---

Name of Trip Coordinator

Signature of Trip Coordinator

---

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.

**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:**

Wrestling Team, Academy/9th-12th

**Summary of Trip:**

Wrestling Tournament

**Name of Trip Coordinator:**

Mike Cuppernell

**Trip Coordinators Email:**

Canandaiguawrestling1@gmail.com

**Trip Coordinators Phone Number:**

585-259-8663

**Destination of Field Trip:**

Jamestown Community College Athletic Complex  
525 Falconer Street, Jamestown, NY 14702

**Departure Date and Approximate Departure Time:**

12/13/24. 11:00am

**Return Date and Approximate Return Time:**

12/14/24, TBD

**Number of Students Expected to Attend:**

15-20

**Number of Chaperones:**

4-6 Coaches

**Mode of Transportation:**

Bus or carpool

**Accommodations:**

# Canandaigua City School District Overnight Field Trip Approval

## Initial Approval Documents - Submit to your Supervisor for BOE Approval

To be complete 6-8 months in advance

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

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

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

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

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


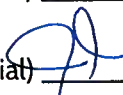
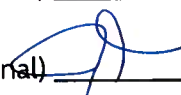
Send out between one month and two weeks prior to the field trip

*Please work with the school nurses on the medical forms*

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

---

### Office Use Only

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

Holiday Inn and Express  
 2811 N Main Street  
 Jamestown, NY 14701  
 716-487-000

Refund Policy/ Insurance Information:  
 Insert Text

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.

Tournament

Attach or copy/paste a detailed Itinerary Below  
 Insert Itinerary

Cost per Student	
Package Amount	Total per student =
Or Breakdown Amount - Price per Student	
Travel/ Transportation	0
Lodging	0
Breakfast	0
Lunch	0
Dinner	0
Other Expenses ( <i>explanation</i> )	
Cost of Trip per Student	0
<i>Less Club Contribution</i>	-
<i>Less Expected Fundraising</i>	-
Final Cost to Student	= \$0

*students  
 may need  
 to  
 pay for  
 meals*

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.

---

Name of Trip Coordinator

Signature of Trip Coordinator

---

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.

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

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

Academy Music Department (Grades 9-12)

Destination:

Ithaca, NY

Departure Date and Approximate Time:

Thursday April 3, 2025 ~ 11 AM

Return Date and Approximate Time:

Saturday April 5 ~5pm

Number of Students Expected to Attend:

175

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

25 Chaperones. Standard group overnight trip protocol, including overnight hotel security and set ratios in public spaces.

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

We anticipate that this trip will cost under \$400 per student. A complete breakdown is available via the QR code here. There was a fundraiser last year, and there are at least two more planned for this year.



Mode of Transportation (include bus service / airline):

Fitzgerald Brothers, coach bus.

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

Fairfield Inn & Suites, Ithaca, NY, 359 Elmira Road, Ithaca, New York, 14850  
<https://www.marriott.com/en-us/hotels/ithfi-fairfield-inn-and-suites-ithaca/overview/>

Refund policy/ Insurance or other recoup options:

We are not securing insurance on this trip. We are not working with a travel agent. Many of the fees would be refundable if we don't end up going for some reason.

The purpose of this trip would be to bring students together for an arts education experience in a location other than CA. The social-emotional and morale building outcomes of this experience would be equally as important as the inherent academic outcomes. We have plans to work with music professors at Ithaca College, in their facilities.

Other plans we are working on include:

- Performing Arts Experience at either Hangar Theatre, or The State Theatre. (Conversations taking place now)
- Live school dance/concert experience similar to Night Club Night. This would feature our High School Jazz Band, as well as a guest artist. The possibility to also connect with the Ithaca High School Jazz Band will also be present as we have a connection with their director.
- Working on an acapella vocal performance by a collegiate choir.
- Visiting the Cornell Art Gallery or a comparable museum experience.
- Buttermilk Falls

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

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

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

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

\_\_\_\_\_  
Date

**Approvals: (Office Use Only)**

Principal/AD/Supervisor:

(Initial) MS

(Final) \_\_\_\_\_

Director Of Transportation:

(Initial) MS

(Final) \_\_\_\_\_

ASI:

(Initial) MS

(Final) \_\_\_\_\_

Superintendent:

(Initial) \_\_\_\_\_

(Final) \_\_\_\_\_

Board of Education:

(Initial) \_\_\_\_\_

(Final) \_\_\_\_\_

# Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The Canandaigua Academy Music Department is sponsoring an overnight trip to Ithaca, NY on April 3-5, 2025.**

Enclosed you will find the following important forms that must be completed and RETURNED by **March 3, 2025**:

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

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

If you have any questions, please feel free to contact us at:

**Greg Kane, PK-12 Curriculum Area Lead Teacher for Music**

**585-396-3833**

**[kaneg@canandaiguaschools.org](mailto:kaneg@canandaiguaschools.org)**

**The final payment for this trip was due on **March 3, 2025**. Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.**

## Attachment 1 – Tentative Itinerary

### **Accommodations:**

Fairfield Inn & Suites, 359 Elmira Road, Ithaca, New York, USA, 14850

### **Restaurants:**

TBD

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

Fitzgerald Brothers

### **Chaperone Contact Information:**

TBD ?

### Attachment 3

## Overnight Trip Parent Meeting Agenda

Meeting Date TBD

Date of trip: April 3-5, 2025

Hotel: Fairfield Inn & Suites, 359 Elmira Road, Ithaca, New York, USA, 14850

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

Room Assignments: TBD

Rules/Behavior SEE ATTACHED

Students with Medication

Trip cancellation policy/ insurance

Other: Bag check in timeline and specific music needs.

# Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to **Ithaca on April 3-5, 2025**

From: **CA Nurses Office**

Re: Medication for **Ithaca Trip**

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

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by **3/31/25**.
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the **3 Day Trip**. They should **not** have a bottle with 50 or more.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Mouthwash is not permitted on the trip.

Please call us at **585-396-3820** if you have any questions.



## Proposed Budget

<b>Ithaca</b>	April 3-5, 2025		
<u>Type</u>	<u>Est Amount</u>	<u>Trip Cost</u>	<u>Total In</u>
Students (Quads)	173	\$375.00	\$64,875.00
Paying Adults (Doubles)	23	\$375.00	\$8,625.00
Non Paying Adults (Singles)	7	\$0.00	\$0.00
	<b>203</b>		<b>\$73,500.00</b>
<b>Financial Breakdown Estimate</b>			
<u>Description</u>	<u>Cost Per</u>	<u>Number</u>	<u>Total</u>
Bussing			\$30,600.00
Tipping (Included in Bus Price)			
Ithaca Hotel - Per Room 2 Nights	<b>\$340.00</b>	63	<b>\$21,420.00</b>
Driver Rooms	\$340.00	4	
Bus Parking?			\$0.00
Thursday PM Theatre?	<b>\$2,000.00</b>	1	<b>\$2,000.00</b>
Thursday Dinner	<b>\$20.00</b>	203	\$4,060.00
Thursday Club/Party	<b>\$4,000.00</b>	1	<b>\$4,000.00</b>
Friday Breakfast	<b>INCL</b>		\$0.00
Friday Clinics	<b>\$250.00</b>	3	\$750.00
Friday Lunch - TBD	<b>\$15.00</b>	203	\$3,045.00
Friday PM Activity? Commons?			
Friday Night Dinner (Pizza, Side, Water)	<b>\$20.00</b>	203	\$4,060.00
IC Wind Ensemble Concert	<b>\$0.00</b>	203	\$0.00
Saturday Breakfast Included	<b>INCL</b>		
Saturday AM - Cornell Art Gallery?	\$0.00	203	\$0.00
Saturday Lunch	\$15.00	203	\$3,045.00
		Total Cost of Trip	\$72,980.00
		Amount from Paying Adults	-\$8,625.00
		Balance for Remaining Students	\$64,355.00
		Paying Students	-\$64,875.00
		Remaining balance to come from Instrumental and Choral funds	<b>-\$520</b>

**CANANDAIGUA CITY SCHOOL DISTRICT**

**CANANDAIGUA, NEW YORK**

**SINGLE AUDIT REPORT**

**For Year Ended June 30, 2024**



BUSINESS  
ADVISORS  
AND CPAS

## TABLE OF CONTENTS

Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by OMB Uniform Guidance	1 – 3
Schedule of Expenditures of Federal Awards	4 - 5
Notes to Schedule of Expenditures of Federal Awards	6
Schedule of Findings and Questioned Costs	7



BUSINESS  
ADVISORS  
AND CPAS

**Report on Compliance For Each Major Federal Program;  
Report on Internal Control Over Compliance;  
and Report on the Schedule of Expenditures of  
Federal Awards Required by the Uniform Guidance**

**Independent Auditors' Report**

To the Board of Education  
Canandaigua City School District  
Canandaigua, New York

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Canandaigua City School District, Canandaigua, New York's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2024. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

## **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

## **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control Over Compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon, dated October 2, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subject to auditing procedures applied in the audit of the financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Mengel, Metzger, Barz & Co. LLP*

Rochester, New York  
October 23, 2024

**CANANDAIGUA CITY SCHOOL DISTRICT  
CANANDAIGUA, NEW YORK**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**FOR YEAR ENDED JUNE 30, 2024**

<u>Grantor / Pass - Through Agency</u>	<u>Assistance Listing Number</u>	<u>Pass-Through Agency Number</u>	<u>Total Expenditures</u>
<b><u>U.S. Department of Education:</u></b>			
<b><u>Passed Through NYS Education Department -</u></b>			
<b><u>Special Education Cluster IDEA -</u></b>			
Special Education - Grants to States (IDEA, Part B)	84.027	0032-24-0664	\$ 1,024,757 *
Special Education - Preschool Grants (IDEA Preschool)	84.173	0033-24-0664	32,662 *
<b><i>Total Special Education Cluster IDEA</i></b>			<b><u>\$ 1,057,419</u></b>
<b><u>Education Stabilization Fund -</u></b>			
ARP - ESSER III - COVID-19	84.425U	5880-21-2175	\$ 1,535,264
ARP - Homeless II - COVID-19	84.425W	5218-21-2175	8,400
ARP - Homeless II SL - COVID-19	84.425W	5219-21-2175	589
ARP - Full Day UPK Expansion-COVID-19	84.425U	5870-24-9029	461,664
<b><i>Total Education Stabilization Fund</i></b>			<b><u>\$ 2,005,917</u></b>
Title IIA - Supporting Effective Instruction State Grant	84.367	0147-24-2175	73,176
Title IV - Student Support and Enrichment Program	84.424	0204-23-2175	220
Title IV - Student Support and Enrichment Program	84.424	0204-24-2175	32,493
Title I, Part A - Grants to Local Educational Agencies	84.010	0021-23-2175	4,222
Title I, Part A - Grants to Local Educational Agencies	84.010	0021-24-2175	478,321
<b>Total U.S. Department of Education</b>			<b><u>\$ 3,651,768</u></b>
<b><u>U.S. Department of Homeland Security:</u></b>			
<b><u>Passed through NYS Division of Homeland Security and Emergency Services -</u></b>			
Disaster Grants - Public Assistance	97.036	PW#700v1	\$ 16,613
<b>Total U.S. Department of Homeland Security</b>			<b><u>\$ 16,613</u></b>

<u>Grantor / Pass - Through Agency</u> <u>Federal Award Cluster / Program</u>	<u>Assistance</u> <u>Listing</u> <u>Number</u>	<u>Pass-Through</u> <u>Agency</u> <u>Number</u>	<u>Total</u> <u>Expenditures</u>
<b><u>Federal Communications Commission:</u></b>			
<b><u>Passed through Wayne Finger Lakes BOCES -</u></b>			
ARP - Emergency Connectivity Funds - COVID-19	32.009	124883	\$ 26,856
<b>Total Federal Communications Commission</b>			<b>\$ 26,856</b>
<b><u>U.S. Department of Agriculture:</u></b>			
<b><u>Child Nutrition Cluster -</u></b>			
National School Lunch Program	10.555	430300050000	\$ 791,070
Supply Chain Assistance - COVID-19	10.555	430300050000	89,645
National School Lunch Program-Non-			
Cash Assistance (Commodities)	10.555	430300050000	127,174
Summer Food Service Program	10.559	430300050000	12,266
National School Breakfast Program	10.553	430300050000	295,059
<b>Total Child Nutrition Cluster</b>			<b>\$ 1,315,214</b>
Local Food For Schools Program	10.185	430300050000	19,428
ARPA CN Equipment Assistance Grants	10.579	5805-23-0021	12,069
<b>Total U.S. Department of Agriculture</b>			<b>\$ 1,346,711</b>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<b>\$ 5,041,948</b>

\* Major Programs



**CANANDAIGUA CITY SCHOOL DISTRICT  
CANANDAIGUA, NEW YORK**

**Notes to Schedule of Expenditures of Federal Awards**

**June 30, 2024**

**1. Basis of Presentation:**

The accompanying Schedule of Expenditures of Federal Awards (the schedule) includes the federal award activity of the Canandaigua City School District, Canandaigua, New York (the District) under programs of the federal government for the year ended June 30, 2024. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirement's, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position or changes in net position.

**2. Summary of Significant Accounting Policies:**

Expenditures reported on the schedule are reported on the GAAP basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**3. Indirect Costs:**

The District has elected to not use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance. Indirect costs are included in the reported expenditures to the extent they are included in the federal financial reports used as the source for the data presented.

**4. Matching Costs**

Matching costs, i.e., the Canandaigua City School District, Canandaigua, New York's share of certain program costs, are not included in the reported expenditures.

**5. Non-Monetary Federal Program**

The Canandaigua City School District, Canandaigua, New York is the recipient of a federal financial award program that does not result in cash receipts or disbursements termed a "non-monetary program". This program Surplus Food Distribution (CFDA Number 10.555), and the fair market value of the food commodities received during the fiscal year is presented in the accompanying Schedule of Expenditures of Federal Awards and was considered in the Canandaigua City School District, Canandaigua, New York's single audit.

**6. Subrecipients**

The Canandaigua City School District, Canandaigua, New York did not pass through any awards to subrecipients during the fiscal year.

**CANANDAIGUA CITY SCHOOL DISTRICT  
CANANDAIGUA, NEW YORK**

**Schedule of Findings and Questioned Costs**

**June 30, 2024**

**I. Summary of the Auditor's Results**

**Financial Statements**

a) Type of auditor's report issued	Unmodified
b) Internal control over financial reporting	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
c) Noncompliance material to financial statements noted	No

**Federal Awards**

a) Internal control over major programs	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
b) Type of auditor's report issued on compliance for major programs	Unmodified
c) Any audit findings disclosed that are required to be reported in accordance with 2 CFR Part 200.516(a)	No
d) Identification of major programs	
<u>Assistance Listing Number(s)</u> <u>Name of Federal Program or Cluster</u>	
Special Education Cluster IDEA	
#84.027	Special Education – Grants to States (IDEA, Part B)
#84.173	Special Education – Preschool Grants (IDEA Preschool)
e) Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
f) Auditee qualifies as low-risk auditee	Yes

**II. Financial Statement Findings**

There were no current year findings and there were no prior year findings.

**III. Federal Award Findings and Questioned Costs**

There were no current year findings or questioned costs and there were no prior year findings or questioned costs.

**CANANDAIGUA CITY SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**FINANCIAL REPORT**

**For Year Ended June 30, 2024**



BUSINESS  
ADVISORS  
AND CPAS

## TABLE OF CONTENTS

Independent Auditors' Report	1 – 2
Statement of Cash Receipts and Disbursements for year ended June 30, 2024	3 - 4
Notes to Financial Statement	5
Auditors' Findings and Evaluation	6 - 9



BUSINESS  
ADVISORS  
AND CPAS

## INDEPENDENT AUDITORS' REPORT

To the Board of Education  
Canandaigua City School District, New York

### *Qualified and Unmodified Opinions*

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the Canandaigua City School District for the year ended June 30, 2024 and the related notes to the financial statement.

### *Qualified Opinion*

In our opinion, except for the possible effects of the matter discussed in the basis for qualified opinion paragraph, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of Canandaigua City Central School District for the year ended June 30, 2024, in accordance with the cash basis of accounting as described in Note 1.

### *Basis of Qualified*

Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

### *Emphasis of Matter – Basis of Accounting*

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. This financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

### ***Responsibility of Management for the Statement of Cash Receipts and Disbursements***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

### ***Auditor Responsibilities for the Audit of the Financial Statement***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 23, 2024

**CANANDAIGUA CITY SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**For Year Ended June 30, 2024**

<b><u>Canandaigua Academy:</u></b>	<b><u>Cash Balance</u></b> <b><u>July 01, 2023</u></b>	<b><u>Receipts</u></b>	<b><u>Disburse-</u></b> <b><u>ments</u></b>	<b><u>Cash Balance</u></b> <b><u>June 30, 2024</u></b>
Class of 2023	\$ 1	\$ -	\$ 1	\$ -
Class of 2024	32,997	45,681	74,436	4,242
Class of 2025	7,933	61,488	35,119	34,302
Class of 2026	9,351	14,193	8,162	15,382
Class of 2027	-	5,136	3,398	1,738
Academian	10,343	12,878	325	22,896
Academy Players	42,319	33,478	23,653	52,144
Academy Ski Club	97	4	-	101
Art Club	775	31	-	806
Black and Brown Student Union (BBSU)	428	746	573	601
Choral Music	7,884	15,429	9,980	13,333
Coffee Club	120	23,428	23,004	544
DECA	2,004	3,766	2,681	3,089
FBLA	1,394	-	1,394	-
First Robotics	3,822	314	2,104	2,032
Gay Straight Alliance	539	14	274	279
Instrumental Music	1,144	11,831	5,843	7,132
Interact	3,975	481	-	4,456
Key Club	475	189	250	414
Mental Health Awareness Club	1,095	6,630	-	7,725
National Honor Society	3,481	602	760	3,323
Outdoor Adventure Club	822	34	-	856
Spanish Club	156	182	-	338
Student Council	9,506	24,978	19,437	15,047
Student Store	6,211	3,644	3,739	6,116
Tech. Student Association	58,766	36,078	7,015	87,829
Technology Student Club	6,315	4,647	600	10,362
Tri-M Music Society	633	1,018	983	668
<b>Total Canandaigua Academy</b>	<b>\$ 212,586</b>	<b>\$ 306,900</b>	<b>\$ 223,731</b>	<b>\$ 295,755</b>

	<b>Cash Balance</b>		<b>Disburse-</b>	<b>Cash Balance</b>
<b><u>Middle School:</u></b>	<b><u>July 01, 2023</u></b>	<b><u>Receipts</u></b>	<b><u>ments</u></b>	<b><u>June 30, 2024</u></b>
CMS Coffee Club	\$ 3,356	\$ 2,747	\$ 2,656	\$ 3,447
CMS Music	3,133	126	170	3,089
Drama Club	8,014	14,778	12,738	10,054
Gender & Sexuality Alliance	181	213	179	215
MS First Lego	518	7	381	144
MS Snowsports Club (Ski Club)	927	1,050	936	1,041
Student Council	1,724	2,065	1,631	2,158
Yearbook	5,288	1,526	30	6,784
<b>Total Middle School</b>	<b><u>\$ 23,141</u></b>	<b><u>\$ 22,512</u></b>	<b><u>\$ 18,721</u></b>	<b><u>\$ 26,932</u></b>
<b><u>Elementary School:</u></b>				
ES - Mural Club	\$ 5,871	\$ 237	\$ -	\$ 6,108
ES - Ski Club	1,999	-	1,999	-
Student Government	202	44	88	158
<b>Total Elementary School</b>	<b><u>\$ 8,072</u></b>	<b><u>\$ 281</u></b>	<b><u>\$ 2,087</u></b>	<b><u>\$ 6,266</u></b>
<b><u>All Schools:</u></b>				
Interest on NOW Account	<u>\$ -</u>	<u>\$ 10,848</u>	<u>\$ 10,848</u>	<u>\$ -</u>
Sales Tax	<u>\$ 1,525</u>	<u>\$ 5,089</u>	<u>\$ 4,831</u>	<u>\$ 1,783</u>
<b>GRAND TOTAL</b>	<b><u>\$ 245,324</u></b>	<b><u>\$ 345,630</u></b>	<b><u>\$ 260,218</u></b>	<b><u>\$ 330,736</u></b>

(See accompanying notes to financial statement)



**CANANDAIGUA CITY SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**NOTES TO FINANCIAL STATEMENT**

**June 30, 2024**

**(Note 1)**      **Accounting Policy**

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the Canandaigua City School District. Consequently, the cash balances are included in the financial statements of the School District as part of the Custodial Fund.

The accounts of the Extraclassroom Activity Funds of the Canandaigua City School District are maintained on a cash basis, and the statement of cash receipts and disbursements reflects only cash received and disbursed. Therefore, receivables and payables, inventories, long-lived assets, and accrued income and expenses, which would be recognized under generally accepted accounting principles, and which may be material in amount, are not recognized in the accompanying financial statement.

**(Note 2)**      **Cash and Cash Equivalents**

Cash and cash equivalents is comprised of one checking account and one NYCLASS account. The balance in these accounts are fully covered by FDIC Insurance.

**CANANDAIGUA CITY SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**AUDITORS' FINDINGS AND EVALUATION**

We have examined the statement of cash receipts and disbursements of the Canandaigua City School District's Extraclassroom Activity Funds for the year ended June 30, 2024. As part of our examination, we made a study and evaluation of the system of internal accounting control to the extent we deemed necessary to render our opinion.

There are inherent limitations in considering the potential effectiveness of any system of internal accounting control. Human errors, mistakes of judgment and misunderstanding of instructions limit the effectiveness of any control system. In particular, cash being handled by numerous students and faculty advisors at various functions provides an atmosphere of limited control over those receipts.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

The District's written responses to the deficiencies identified in our audit have not been subject to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on them.

**Canandaigua Academy:**

**Prior Year Deficiencies Pending Corrective Action –**

**Profit and Loss Statements**

A profit and loss statement was not prepared for the Instrumental Music Club's fudge fundraiser.

In order to enhance internal accounting control over major fund-raising activities, we recommend the Student Treasurer together with the Faculty Advisor, prepare profit and loss statements after each major fundraiser and that a copy be submitted to the Central Treasurer to be retained for our review at year end.

**District's Response**

Extracurricular club advisors will be reminded via quarterly email (12/16/24, 3/14/25, 6/2/25) to submit profit and loss statements at the conclusion of each fundraiser. Additionally, the Central Treasurer will continue to monitor cash deposits for any that appear to be the final deposit of a fundraiser and follow up with advisors to obtain profit and loss statements. To provide further guidance on these topics for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**(Canandaigua Academy) (Prior Year Deficiencies Pending Corrective Action) (Continued)**

**Receipts**

Our examination revealed one instance in the Choral Music Club in which deposits were made to the bank account several days after the cash was received.

In an effort to help safeguard cash and maintain accountability and control over receipts, we recommend every effort continue to be made to deposit all cash receipts on a more timely basis.

**District's Response**

The Central Treasurer will continue to provide guidance to all extracurricular Faculty Advisors and Student Treasurers via quarterly reminder email (12/16/24, 3/14/25, 6/2/25) to help ensure that all cash receipts are submitted to the Central Treasurer for deposit no more than 1-2 days after receipt. Faculty Advisors and Student Treasurers will be advised to pay particularly close attention to this policy before an extended vacation or holiday break. To provide further guidance on these topics for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**Student Involvement**

During our examination we noted one instance in the Class of 2024's chicken barbeque fundraiser in which there was not a signature from the Student Treasurer or the Faculty Advisor on the profit and loss statement.

In order to ensure student involvement, we recommend every effort continue to be made to have a Faculty Advisor, and Student Treasurer signature on the profit and loss statements.

**District's Response**

The Central Treasurer will closely monitor profit and loss statements for student signatures. Faculty advisors will also be reminded via quarterly email (12/16/24, 3/14/25, 6/2/25) to ensure student signatures on required documentation. To provide further guidance on this topic for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**Current Year Deficiency in Internal Control –**

**Student Government**

During our examination and interview process with the Faculty Advisors, we noted the following:

1. A profit and loss statement was not prepared for the Shamrock Shake fundraiser.
2. Students do not help prepare profit and loss statements.

In an effort to conform to New York State guidelines and to promote student involvement, we recommend a Student Treasurer, with the help of the Faculty Advisor, be directly involved in preparing profit and loss statements.

**District's Response**

Extracurricular club advisors will be reminded via quarterly email (12/16/24, 3/14/25, 6/2/25) to submit profit and loss statements at the conclusion of each fundraiser and to involve the student treasurer in the preparation of the profit and loss statements. Additionally, the Central Treasurer will continue to monitor cash deposits for any that appear to be the final deposit of a fundraiser and follow up with advisors to obtain profit and loss statements with student signatures. To provide further guidance on these topics for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**Elementary School:**

**Current Year Deficiency in Internal Control –**

**Student Treasurer**

Our examination revealed the Elementary Mural Club, Elementary Ski Club, and Elementary Student Government are accounted for as extraclassroom activities, however they do not have student treasurers as required by New York State Guidelines.

We recommend the Administration review these clubs and implement the appropriate corrective action during this next fiscal year.

**District's Response**

The Elementary Mural Club had no financial activity during the 2023-24 school year but has confirmed plans to spend some of their balance in the 2024-25 school year. The Elementary Mural Club and Elementary Student Government have been instructed to appoint student treasurers to sign off on financial transactions in 2024-25 in addition to documenting student approval via club minutes.

The Elementary Ski Club balance has been moved to the Primary-Elementary Leadership account as of the 2024-25 school year and any financial transactions will be approved by a building principal.

**Prior Year Recommendations:**

We are pleased to report that the following prior year recommendations have been implemented to our satisfaction:

1. All deposit slips that were examined for Canandaigua Academy contained student treasurer signatures.
2. The starting change fund for the Middle School Coffee Club is now being withdrawn from the club's account balance.
3. A profit and loss statement was prepared for the Middle School fundraiser that was examined.
4. There were no fundraisers for the Elementary School that required a profit and loss statement for this year.

\*

\*

\*

We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 23, 2024

**Canandaigua Academy:**

**Prior Year Deficiencies Pending Corrective Action –**

**Profit and Loss Statements**

A profit and loss statement was not prepared for the Instrumental Music Club's fudge fundraiser.

In order to enhance internal accounting control over major fund-raising activities, we recommend the Student Treasurer together with the Faculty Advisor, prepare profit and loss statements after each major fundraiser and that a copy be submitted to the Central Treasurer to be retained for our review at year end.

**District's Response**

Extracurricular club advisors will be reminded via quarterly email (12/16/24, 3/14/25, 6/2/25) to submit profit and loss statements at the conclusion of each fundraiser. Additionally, the Central Treasurer will continue to monitor cash deposits for any that appear to be the final deposit of a fundraiser and follow up with advisors to obtain profit and loss statements. To provide further guidance on these topics for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**Receipts**

Our examination revealed one instance in the Choral Music Club in which deposits were made to the bank account several days after the cash was received.

In an effort to help safeguard cash and maintain accountability and control over receipts, we recommend every effort continue to be made to deposit all cash receipts on a more timely basis.

**District's Response**

The Central Treasurer will continue to provide guidance to all extracurricular Faculty Advisors and Student Treasurers via quarterly reminder email (12/16/24, 3/14/25, 6/2/25) to help ensure that all cash receipts are submitted to the Central Treasurer for deposit no more than 1-2 days after receipt. Faculty Advisors and Student Treasurers will be advised to pay particularly close attention to this policy before an extended vacation or holiday break. To provide further guidance on these topics for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**Student Involvement**

During our examination we noted one instance in the Class of 2024's chicken barbeque fundraiser in which there was not a signature from the Student Treasurer or the Faculty Advisor on the profit and loss statement.

In order to ensure student involvement, we recommend every effort continue to be made to have a Faculty Advisor, and Student Treasurer signature on the profit and loss statements.

**District's Response**

The Central Treasurer will closely monitor profit and loss statements for student signatures. Faculty advisors will also be reminded via quarterly email (12/16/24, 3/14/25, 6/2/25) to ensure student signatures on required documentation. To provide further guidance on this topic for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**Current Year Deficiency in Internal Control –**

**Student Government**

During our examination and interview process with the Faculty Advisors, we noted the following:

1. A profit and loss statement was not prepared for the Shamrock Shake fundraiser.
2. Students do not help prepare profit and loss statements.

In an effort to conform to New York State guidelines and to promote student involvement, we recommend a Student Treasurer, with the help of the Faculty Advisor, be directly involved in preparing profit and loss statements.

**District’s Response**

Extracurricular club advisors will be reminded via quarterly email (12/16/24, 3/14/25, 6/2/25) to submit profit and loss statements at the conclusion of each fundraiser and to involve the student treasurer in the preparation of the profit and loss statements. Additionally, the Central Treasurer will continue to monitor cash deposits for any that appear to be the final deposit of a fundraiser and follow up with advisors to obtain profit and loss statements with student signatures. To provide further guidance on these topics for the 2024-25 school year, the Central Treasurer held an annual orientation for Faculty Advisors on 9/24/24 and 10/22/24.

**Elementary School:**

**Current Year Deficiency in Internal Control –**

**Student Treasurer**

Our examination revealed the Elementary Mural Club, Elementary Ski Club, and Elementary Student Government are accounted for as extraclassroom activities, however they do not have student treasurers as required by New York State Guidelines.

We recommend the Administration review these clubs and implement the appropriate corrective action during this next fiscal year.

**District’s Response**

The Elementary Mural Club had no financial activity during the 2023-24 school year but has confirmed plans to spend some of their balance in the 2024-25 school year. The Elementary Mural Club and Elementary Student Government have been instructed to appoint student treasurers to sign off on financial transactions in 2024-25 in addition to documenting student approval via club minutes.

The Elementary Ski Club balance has been moved to the Primary-Elementary Leadership account as of the 2024-25 school year and any financial transactions will be approved by a building principal.