



It is anticipated the Board of Education will call an executive session at 5:30 p.m. to discuss the employment history of twenty particular persons.

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Athletic Recognition**
- IV. Public Comments**
- V. Board Meeting Minutes** **(BOARD ACTION)**
- VI. Board Student Representative- Macy Schneckenburger**
- VII. President's Comments**
- VIII. Superintendent's Report**
- IX. Consensus Agenda** **(BOARD ACTION)**

Business

- 1. Treasurer's Report
- 2. Budget Status Report
- 3. Revenue Status Report
- 4. Internal Audit Risk Assessment
- 5. Agreement
- 6. Donations
- 7. New Scholarship
- 8. Spring Semester 2025 - Student Teacher Placement
- 9. RIC ONE Risk Operations Center (ROC)
- 10. Scholarship Awards
- 11. Field Trips- Initial Approval
- 12. Surplus Equipment
- 13. Appointment
- 14. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- X. Board Committee Reports**
 - Audit Committee- Mr. Milton Johnson- January 10, 2024
 - Policy Committee- Mrs. Jeanie Grimm **(BOARD ACTION)**
 - > Second Reading- Policy 2100 School Symbols
 - > Second Reading- Policy 3360 Student Awards and Scholarships
- XI. District Committee Reports**
 - Council for Instructional Excellence (CIE)- Mrs. Julianne Miller/ Mrs. Beth Thomas- January 8, 2025
- XII. Closing Remarks**
(President, Board of Education and/or Superintendent)



I. Consensus Agenda

(BOARD ACTION)

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

Personnel

1. Instructional Personnel

A. Appointments

1) Mentor

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

Mentor

Nicole Kone

Mentee

Ashleigh Rombaut – Effective 1/9/2025

End of Consensus Agenda

It is anticipated the Board of Education will call an executive session at 5:30 p.m. to discuss the employment history of twenty particular persons.

I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. Athletic Recognition

IV. Public Comments

To allow for public participation at designated board meetings and when time permits, a period not to exceed fifteen (15) minutes shall be set aside for public participation. Individual comments will be limited to no more than three (3) minutes.

Persons wishing to address the Board are asked to contact the District Clerk at 585-396-3710 no sooner than the week prior to the meeting and no later than noon on the day of a meeting to be added to the speakers list. Speakers will be permitted to speak in the order in which they have signed up, i.e., on a first come/first served basis, with priority given to people who register in advance. The privilege of speaking at the Board meeting is reserved first for District students, parents of District students, District residents, District taxpayers, and school personnel.

To avoid repetitive comments and to allow for a variety of perspectives, individuals who are members of a group that wishes to convey a particular message during a public comment period are asked to designate a representative to convey the message on behalf of the group.

All visitors are required to leave the building and district property immediately upon adjournment of the meeting.

V. Board Meeting Minutes

(BOARD ACTION)

- December 16, 2024- Regular Meeting Minutes
- December 20, 2024- Special Meeting Minutes

VI. Board Student Representative- Macy Schneckenburger

VII. President's Comments

- Remarks
- Correspondence

VIII. Superintendent's Report

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

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 November 1, 2024 – November 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 – November 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 – November 30, 2024. Additional information is included as an attachment and is filed.

4. Internal Audit Risk Assessment

Approval of the 2024-25 Internal Audit Risk Assessment.

5. Agreement

An agreement with BPD Municipal Finance for Municipal Advisor services in connection with the upcoming capital project and other financial matters.

An agreement with Educational Data Services, Inc. to participate in the cooperative bidding program for the 2025-2026 school year.

6. Donations

Mrs. Marissa Logue, Academy Principal, is requesting approval to accept a donation of a 4/4 Cello from Mr. Robin Hulme valued at \$500.

Approval to accept a donation of \$4,000 from Red Caboose Music to support the Primary-Elementary musical production.

7. New Scholarship

Mrs. Marissa Logue is requesting approval for a new scholarship: **Dylan Smith Memorial Scholarship**. This scholarship in the amount of \$1,000 will be for a senior who is furthering their education in college, trade show, or is joining the military.

8. Spring Semester 2025 - Student Teacher Placement

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

- Megan Lawton, Nazareth University with Emily Phillips- January 23-March 13, 2025
- Catherine Hayes, Nazareth University with Jenny Medler- January 23-March 13, 2025

Ms. Kris VanDuyne, Middle School Principal *recommends*:

- Laura Lepkowski, Nazareth University with Greg Crystal- March 17- May 6, 2025

9. RIC ONE Risk Operations Center (ROC)

WHEREAS, four (4) BOCES (Onondaga-Cortland-Madison BOCES, Albany-Schoharie-Schenectady-Saratoga BOCES, Madison-Oneida BOCES and Broome-Tioga BOCES) have collaborated and entered into an Article 5 General Municipal Law intermunicipal arrangement for the purpose of improving vendor management and data security and privacy practices for school districts and/or BOCES statewide known as the RIC ONE Risk Operations Center (the "ROC");

"WHEREAS, the Board of Education of the Canandaigua City School District through its affiliation with a locally based Regional Information Center, participates with the ROC and desires, for the 2024-2025 fiscal year, to authorize the ROC to enter into Data Privacy Agreements and related exhibits (DPAs)



with vendors and third-party contractors that include the requirements of, and compliance with, New York State Education Law Section 2-d and Part 121 Regulations (collectively, "Ed Law 2d") related to student personally identifiable information (PII) and certain Teacher and Principal APPR data;"

WHEREAS, the ROC also partners with NYSED, the Access4Learning Student Data Privacy Consortium (SDPC) and The Education Cooperative (TEC), to negotiate and approve Ed Law 2-d compliant DPAs;

WHEREAS, the DPAs are presented to school districts and/or BOCES for final execution and do not require the expenditure of funds beyond those budgeted; and

BE IT RESOLVED, Board of Education of the Canandaigua City School District authorizes the attorneys designated by the ROC to negotiate and approve of DPAs for software and/or technology resources; and,

BE IT FURTHER RESOLVED, the Canandaigua City School District Board of Education grants the ROC and its designated attorneys the authority to negotiate the terms and conditions of DPAs and take such actions so as to effectuate the purposes and intent of this resolution.

10. Scholarship Awards

Approval for the below two scholarship awards for the Primary and Elementary Schools:

- **Primary Daisy Award** in the amount of \$25 given to a Primary School student who has shown kindness and a positive attitude while striving to achieve learning success. This award is to be used to buy learning materials which support the recipient's interest/favorite subject in school.
- **Elementary Daisy Award** in the amount of \$25 given to an Elementary School student who has shown kindness and a positive attitude while striving to achieve learning success. This award is to be used to buy learning materials which support the recipient's interest/favorite subject in school.

11. Field Trips- Initial Approval

Mrs. Marissa Logue is requesting initial approval of the below trips:

- Class of 2026, New York City, NY- November 15-17, 2025
- 1st Amendment 1st Vote Club, Fairport, NY- April 1-2, 2025

12. Surplus Equipment

Approval to declare as surplus and sell at auction a 2088 Ford 250 with plow- Vehicle identification number: 1FTSF21Y98EE59467

13. Appointment

The appointment of Marie Windover as Dignity Act Coordinator.

14. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of: October 30, November 7, 8, 12, 18, 19, 21, 22, December 3, 4, 5, 6, 9, 11, 12, 13, 16, 17, and 18.



Personnel

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
John Hadsell	Custodial Worker	4/23/2025	10

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Nichole Risley	School Monitor	Resignation	12/18/2024
Tawny DeCann	Teacher Aide	Offer Rescinded	1/2/2025
Patrick Johnson	School Bus Driver	Resignation	1/16/2025
Shayne Cooke	Cook	Resignation	1/31/2025
Deidra Buck	School Bus Monitor/School Monitor	Resignation	1/17/2025

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Michael Blair	Cook	12/16/2024	\$17.83/hr.
Hunter Gillette	Substitute School Bus Driver	1/3/2025	\$19.00/hr.
Hunter Gillette	School Bus Driver Trainee	1/3/2025	\$15.50/hr.
Joshua Seyna	Audio-Visual Technician	1/13/2025	Per Contract
Hallie Martin	Substitute School Bus Driver	1/2/2025	\$19.00/hr.

2. Instructional Personnel

A. Leave Of Absence

- 1) Emily VanEpps, Occupational Therapist at the Elementary School, has requested a leave of absence from April 24, 2025 through June 30, 2025.
- 2) Rachael Myers, Physical Education Teacher at the Academy, has requested a leave of absence from May 15, 2025 through June 30, 2025.

B. Appointments

1) Tenure Appointments

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

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Jean Phillips	Special Education	3/1/2025



2) 2024-2025 Coach

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

Zach Gisleson – Winter Strength, Fitness, Conditioning; Step 5A

3) 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>
Ashleigh Rombaut	Social Studies Teacher	Middle School	1/6/2025 – 2/14/2025

4) Non-Certified Substitute Teachers

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

- Stacy Torelli
- Benjamin Plummer
- Grace Brown
- Charlotte Salotto
- Kathryn Burgess
- William Heym
- Conner McKenna
- Emma Wiitanen

5) Certified Substitute Teachers

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

William Straub

6) Contract Substitute Teacher

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

Hannah Godfrey – Primary School; Effective January 6, 2025

End of Consensus Agenda

X. Board Committee Reports

- Audit Committee- Mr. Milton Johnson- January 10, 2024
- Policy Committee- Mrs. Jeanie Grimm
 - > Second Reading- Policy 2100 School Symbols
 - > Second Reading- Policy 3360 Student Awards and Scholarships

(BOARD ACTION)

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- January 8, 2025**
- Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller
- Safety / Health / Security Committee- Mr. John Polimeni



XII. Upcoming Events

- January 15- Elementary Small Ensemble Concert
- January 16- District Health and Safety Committee
- January 18, 19- Madrigal Dinner
- January 20- Martin Luther King, Jr.- No School
- January 22- Policy Committee
- January 22- 8th Grade Parent Night
- January 22- Grades 9-11 Curriculum Fair
- January 23- 4th and 5th Grade Chorus Concert
- January 24, 25- FMLEA Academy & Middle School All County
- January 27- Board of Education Meeting
- January 29- Lunar New Year- No School
- January 31 & February 1- FMLEA Elementary School All County
- February 1- UPK Applications Open

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, December 16, 2024 at 6:30 p.m. at the Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Amy Calabrese, Julianne Miller, Megan Personale, John Polimeni, Jen Schneider, Beth Thomas

BOARD MEMBERS ABSENT: Milton Johnson, Jenny Tessendorf

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 fifth grade students Elsa Frarey and Wyatt Proctor leading all in the Pledge of Allegiance.

Public Comments

Brian Mahoney, Canandaigua District

Board Meeting Minutes

Upon a motion made by Dr. Schneider, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved November 18, 2024 and December 4, 2024 meeting minutes.

APPROVED: MINUTES

November 2024 Warrant Review

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

A-48 General 9010758-9010816 (ACH)
A-49 General 19972-20025 (Check Print)
A-50 General 19959-19971, 20026-20040 (In House)
A-53 General 9010817-9010847 (ACH)
A-54 General 20050-20078 (Check Print)
A-55 General 20041-20049 (In House)
C-9 Cafeteria 3244-3265
C-10 Cafeteria 3266-3276
F-13 Federal 976-977 (Check Print)
F-14 Federal 9000519-9000522 (ACH)
F-15 Federal 9000523 (ACH)
HBU-3 Capital 13 (Bus Purchase)

Board Student Representative

Macy Schneckenburger reported out the Create and Connect at the Academy has been well attended. A different craft is created each week during a lunch period, Student Government hung wreaths at a local cemetery for Wreaths Across America, National Honor Society had a toy drive for Toys for Tots and a food drive for Gleaners Kitchen, and the PRISM concert will be held December 17.

Superintendent's Report

Superintendent Farr noted the Academy hosted Canandaigua Rotary Club's Holiday RPO concert, creating unforgettable moments for students and families.

A huge thank you to the Canandaigua community for supporting the recent Revitalization Capital Project which was approved by 73%. A meeting was held last week to discuss the scope of the work and timing. It will be at least a year and a half before any work would begin and it will be in two phases. There will be the design phase, stakeholder meetings, and then approval through the State Education Department.

Consensus Agenda

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved/accepted the Consensus and Supplemental Agenda.

APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA

Business

1. Treasurer's Report

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

4. Minimum Wage

the minimum wage increase to \$15.50, as of December 16, 2024 we will increase our rates as follows:

Sub Bus Monitor	\$15.50
Sub School Monitor	\$15.50
Sub Teacher Aide	\$15.50
Sub Food Service Helper	\$15.50
Student Helper	\$15.50
Lifeguard	\$15.50
Monitor	\$15.50
Aides	\$15.50
Student Worker	\$15.50
Driver Trainee	\$15.50

5. Grant

a grant with Ontario County to assist with the cost for students for the 2025-2026 school year farmer's market.

6. Field Trip- Initial

of Mrs. Marissa Logue, Academy Principal, for initial approval of the below trips:

- Distributive Education Clubs of America (DECA), Orlando, FL- April 25-30, 2025



- IB Spanish, San Juan, Puerto Rico- November 7-11, 2025

of Ms. Kris VanDuyne, Middle School Principal, for initial approval of the below trip:

- Eighth Grade Trip, Albany, NY- June 5-6, 2025

7. Athletic Trips- Final Approval

of Mrs. Caroline Chapman for final approval of the following athletic trips:

- Wrestling, December 28-29, 2024, Oswego State University, NY (*initial November 11, 2024*)
- Wrestling, January 10-11, 2025, Elmira NY (*initial November 11, 2024*)

8. Volunteer Coaches

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

- Indoor Track- Michael Thompson
- Modified Cheer- Mikala Steinmann
- Wrestling- Jeremy DePew

9. 40 Hour Field Placement

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

- Ainsley Kimball, Hobart William Smith with Melinda Arist- January 21-May 2, 2025

10. 100 Hour Psychology Practicum

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

- Johnathon Nocera, Roberts Wesleyan University with Denise Shimmon- January – May 2025

11. Surplus Items

for the below items to be declared as surplus items and sold at auction or discarded:

- 1 Double door fridge from Middle School- Tag# 000691- to be discarded
- 1 File cabinet- Tag # 001019
- 1 2008 Ford F350 stake body truck- VIN# 1FTWF33Y28EE59475
- 1 Red truck cap- no tag
- 1 2005 walk behind snow blower- no tag
- 1 File cabinet- Tag# 000981
- 1 File cabinet- Tag# 000872
- 1 File cabinet- Tag#002460
- 1 Victory fridge from Middle School- Tag#002569
- 1 Braves scoreboard top from Evans Baseball
- 1 Milk cooler- No Tag Made by True
- 1 Sod Cutter Jr
- 2 Piano key boards
- 4 Miscellaneous band instruments
- 94 Blue chairs
- 9 Cafeteria tables
- 2 Tables
- 1 Study carol
- 1 Oil changing container



12. Agreement

an agreement with the County of Ontario to provide election services consisting of programming and usage of voting machines, all equipment and machine supplies, as well as assistance with the May 20, 2025 school board election.

13. New Club

a new club at the Academy, Drone Racing. This club will allow Academy students to explore the fields of aerospace and drone technology while competing against other schools in STEM-Focused competitions. The advisor is Mr. Steve Schlegel.

14. Donation

a donation from Student Technical Services Club in the amount of \$1,140 to pay for the advisor of the Drone Racing Club.

15. Recommendations of the Committee on Special Education

recommendations of the Committee on Special Education meeting dates of: October 21, 23, 24, 25, 31, November 1, 4, 5, 6, 7, 8, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, and December 2.

Personnel

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Sharon Switzer	Senior Clerk	3/2/2025	10

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Lucas Hess	Custodial Worker	Declined position	11/21/2024
Taylor Bordwell	Teacher Aide	Resignation	11/22/2024
Amanda Swartele	Teacher Aide	Resignation in order to accept another position in the District	12/1/2024
Aaron Stonewell	Custodial Worker	Resignation	12/3/2024

- 1) of Donovan Smith, School Bus Driver, for a leave of absence from January 6, 2025 through March 31, 2025.

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Patrick Garcia	Teacher Aide	12/9/2024	\$15.35/hr.
Heather Lyon	School Bus Driver Trainee	11/14/2024	\$15.00/hr.
Taylor Bordwell	Substitute Teacher Aide	11/25/2024	\$15.00/hr.
Caitlin Goodemote	Substitute Teacher Aide	12/3/2024	\$15.00/hr.
Roy Brown	Food Service Helper	12/4/2024	\$16.00/hr.



Canandaigua City School District

Melissa Ridley	Substitute Teacher Aide	12/3/2024	\$15.00/hr.
Candace Bruzda	Teacher Aide	12/16/2024	\$15.50/hr.
Lisa Littlefield	School Bus Monitor	12/16/2024	\$15.50/hr.
Eric Ennis	Custodial Worker	12/16/2024	\$16.00/hr.
Jessica Gable	Substitute Lifeguard	12/9/2024	\$15.00/hr.
Steven Merkle	Substitute Food Service Helper	12/16/2024	\$15.50/hr.
Hannah Tyman	Teacher Aide	1/6/2025	\$15.50/hr.

2. Instructional Personnel

A. 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>
Joni Dibble	Teaching Assistant	6/30/2025	16

B. Resignation

- 1) of Kelsey Villone, Contract Substitute Teacher at the Primary School who submitted her resignation effective December 13, 2024.

C. Leave Of Absence

- 1) of Sara Costello, Social Studies Teacher at the Academy, for a leave of absence from May 1, 2025 through June 12, 2026.

D. Appointments

The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.

- 1) of Amanda Swartele who received her Bachelor's degree in Early Childhood Education from SUNY Fredonia. She earned her Master's degree in Curriculum Specialist from SUNY Brockport. She has been working as a Teacher Aide for the District since September 2023. Ms. Swartele is appointed to a 1.0 FTE 4-year probationary Teaching Assistant with a tenure area of Teaching Assistant effective December 2, 2024.
- 2) of Henry Kuperus who received his Bachelor's degree in Physical Education from SUNY Brockport. He earned his Master's degree in Physical Education from Canisius College. He has been teaching for the past 18 years. Mr. Kuperus is appointed to a 1.0 FTE 3-year probationary Physical Education Teacher with a tenure area of Physical Education effective December 17, 2024.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Amanda Swartele	Teaching Assistant Level I	12/2/2024	Step 4	4 years
Henry Kuperus	Physical Education	12/17/2024	Step 18	3 years



3) 2025-2026 Paid Internship – School Psychologist

the following individual to paid internship position for the 2025-2026 school year at the agreed upon rate:

Kristin Falbo, School Psychologist Intern

4) 2024-2025 Coach

the following staff for 2024-2025 Coaching positions at rates in accordance with contract:

David Rappleyea	Varsity Cross Country	Step 18D
Bruce Hawkins	Varsity Girls Tennis	Step 20+
Austin Cayward, Modified Wrestling; Step 1A		

5) Mentors

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

<u>Mentor</u>	<u>Mentee</u>	<u>Effective Date</u>	<u>Level</u>
Amy Wade	Abby Cantello	9/1/2024	1
Dan Robbins	Kelly Keys	12/19/2024	1

6) 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 1 year of college where applicable:

Liam Houle
 Stella Szczepkowski
 Taylor Tripodi
 Lisa Thompson
 Lilian Hendricks-Jones
 Abigail Ceddia

1) 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.

Christine Barr
 Ann Pollot

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

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

CO-Curricular CTA Contract Name	SCH	Appointed	%	Level	Step
Drone Racing	HS	Steven Schlegel	100	A	1

End of Consensus Agenda

Board Committee Reports

Audit Committee

Dr. Jen Schneider reported out on behalf of the Audit Committee which met on December 13, 2024. The Committee had a review of long-range budgeting and estimates for the next several years, reviewed the



reserves that will be utilized for the upcoming Revitalization Capital Project, and reviewed exemptions for seniors. It was agreed to stay at our currently level. The next meeting is scheduled for January 10, 2025.

Policy Committee

Mrs. Jeanie Grimm reported out on behalf of the Policy Committee which met on November 20, 2024. The following two policies were submitted for a First Reading.

- > First Reading- Policy 2100 School Symbols
- > First Reading- Policy 3360 Student Awards and Scholarships

District Committee Reports

Council for Instructional Excellence (CIE)

Mrs. Julianne Miller reported on behalf of CIE which met on December 11, 2024. The Committee reviewed the addition of a new course called Modern Band, reviewed several course name changes, and received a professional development update. Th next meeting is scheduled for January 8, 2025.

Upcoming Events

- December 17- 27th Annual Holiday PRISM Concert
- December 18- 5th Grade Band and Orchestra Concert
- December 23-January 3- Winter Break- No School
- December 31- Last day to pay school taxes with 3% penalty
- January 9- Frieda O'Hanlon Oral Spelling
- January 9- CIE Committee
- January 9- CA Jazz Choir Pop Night
- January 10- Audit Committee
- January 13- Board of Education Meeting
- January 15- Elementary Small Ensemble Concert
- January 16- District Health and Safety Committee
- January 18, 19- Madrigal Dinner
- January 20- Martin Luther King, Jr.- No School
- January 22- Policy Committee

Closing Remarks

Superintendent Farr mentioned that New York State United Teachers (NYSUT) President Melinda Person visited Canandaigua last week and was provided a tour of our various buildings. She planned this visit because of the reputation the district and our Teachers' Association has as being so positive. We were all able to showcase the strong working relationship we have as well as our fundraising efforts that support our community and students.

Adjournment

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:53 p.m. The next Regular meeting will be on January 13, 2025 at 6:30p.m. at the Operations Center.

Respectfully submitted,

Deborah Sundlov
District Clerk



The Special meeting of the Canandaigua City School District Board of Education was held on Friday, December 20, 2024 at 12:01 p.m. at the District Office, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Julianne Miller, John Polimeni, Jenny Tessendorf, Beth Thomas

BOARD MEMBERS ABSENT: Amy Calabrese, Milton Johnson, Megan Personale, Jen Schneider

LEADERSHIP TEAM PRESENT: Jamie Farr

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

BOARD DISTRICT CLERK: Deborah Sundlov

Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 12:01 p.m. leading all in the Pledge of Allegiance.

Personnel

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Miller, with all present voting yes, the Board of Education the below appointment.

APPROVED: APPOINTMENT

1. Instructional Personnel

A. Appointment

The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employee. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.

- 1) Marie Windover received her Bachelor's degree in Literature from SUNY Brockport, and her Master's degree in Secondary Education from St. Joseph's University. She earned a Doctorate in Education from St. John Fisher University and is working towards her CAS at SUNY New Paltz. Ms. Windover will be appointed to a 1.0 FTE 4-year probationary Assistant Principal with a tenure area of Assistant Principal effective January 27, 2025.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Marie Windover	ELA 7-12; SBL; SDL	1/27/2025	Per Contract	4 years

Adjournment

Upon a motion made by Mrs. Thomas, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved the adjournment of the Special meeting at 12:03 p.m. The next Regular meeting will be on January 13, 2025 at 6:30 p.m. at the Operations Center.

Respectfully submitted,

Deborah Sundlov
District Clerk

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

Balance Forward: November 1, 2024 1,059,919.65

Receipts

Meal Claims	258,270.00	
Prior month in-transit adj		
Cafeteria Deposits - Sent by School Café	4,694.75	
Cafeteria Deposits - Sent by D.O.		
Account Deposits - Online	15,918.25	
Refunds		
Commissions		
Local Foods Grant		
Rebates		
Federal ARP Equipment Grant		
Donation		
Invoices	335.24	
Interest	1,362.75	
	280,580.99	

Total Receipts

Disbursements

Warrant	(147,818.32)	
Sales Tax		
Xfer to General		
Payroll 11/15/24	(39,089.66)	
Payroll 11/30/24	(35,212.88)	
	(222,120.86)	

Total Disbursements

Balance on Hand:

November 30, 2024 **\$ 1,118,379.78**

Bank Reconciliation

Bank Statement

CNB 5115	0.03%	794,937.91
CNB Paypal	0.00%	1,546.50
NYCLASS 0010		360,733.09

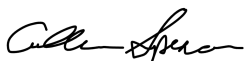
Deposit in transit (Café Deposit)

Deposit in transit (from General)

Outstanding Checks (38,837.72)

Reconciled Balance **\$ 1,118,379.78**

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 12/23/2024

Reviewed by: _____

Date Reviewed: _____

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

Balance Forward: November 1, 2024 0.27

Receipts

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

Disbursements

Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation		
Xfer to DS	(0.27)	
Total Disbursements		(0.27)

Balance on Hand: November 30, 2024 \$ -

Bank Reconciliation

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

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 12/30/2024

Reviewed by: _____

Date Reviewed: _____

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

Balance Forward: November 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	830,593.65	
Refund - Hanover		
Interest	102.46	
Total Receipts	830,696.11	

Disbursements

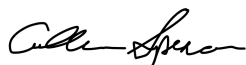
Warrant	(830,593.65)	
Xfer to Capital Savings		
Prior month correction		
Due to DS		
Xfer to General for BAN payoff		
Total Disbursements	(830,593.65)	

Balance on Hand: November 30, 2024 **\$ 47,270.62**

Bank Reconciliation

Bank Statement	CNB 5645	8.66
	Chase 1109	47,261.96
Xfer to general in transit		
Outstanding Checks		
Reconciled Balance		\$ 47,270.62

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 12/30/2024

Reviewed by: _____

Date Reviewed: _____


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

Balance Forward:	November 1, 2024	1,200,366.87
Receipts		
	Xfer from Capital	0.27
	BAN Premium	
	DASNY Excess Interest Earnings	83,247.10
	Interest - CD	4,909.75
	Interest - Savings	3.30
	Total Receipts	<u>88,160.42</u>
Disbursements		
	Xfer to General	-
	Total Disbursements	<u>-</u>
Balance on Hand:	November 30, 2024	<u><u>\$ 1,288,527.29</u></u>

Bank Reconciliation

Bank Statement	CNB 7123	83,270.00
Bank Statement	CD 7700	595,370.53
Bank Statement	CD 7909	609,886.76
Deposit in transit (refund of CNB wire fee)		
	Reconciled Balance	<u><u>\$ 1,288,527.29</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 12/30/2024

Reviewed by: _____
Date Reviewed: _____

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

Balance Forward: November 1, 2024 903,516.85

Receipts

IDEA 611	350,071.00	
IDEA 619	26,130.00	
ARP-IDEA 611		
ARP-IDEA 619		
Federal COVID Stimulus - CRRSA		
Federal COVID Stimulus - ARPA		
Summer 4408 (ESY)		
Title IA		
Title III ENL		
Title IIIA		
Title IV		
Title IIA		
UPK	134,824.00	
UPK - ARPA		
Healthcare Workers Bonus		

		511,025.00
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Disbursements

Warrant - Checks	(17,851.00)	
Warrant - ACH	(31,785.00)	
Due to General		
PR Adjustments		
XFER to Gen for interfund loan paydown	(526,130.00)	
PR 11-15	(74,539.44)	
PR 11-29	(73,846.13)	

		(724,151.57)
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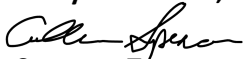
Balance on Hand: November 30, 2024 \$ 690,390.28

Bank Reconciliation

Bank Statement Chase 1117		690,390.28
Outstanding Checks		
Deposit in transit (xfer from Gen Muni)		

		\$ 690,390.28
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Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 12/30/2024

Reviewed by: _____

Date Reviewed: _____

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

Balance Forward:	November 1, 2024		34,543,017.22
Receipts			
	STAR		
	Gen Aid		
	VLT	147,982.01	
	Excess Cost Aid		
	Nonresident Homeless Aid		
	Commercial Gaming grant		
	Instructional Materials Aid		
	Summer Sch 4408		
	Incarcerated Youth Aid	11,250.00	
	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	52,750,797.96	
	Xfer from Federal	26,130.00	
	E-rate		
	Chromebook sales		
	Interest	99,142.33	
	Total Receipts	99,142.33	53,035,302.30

Disbursements			
	Xfer to General Now	(17,600,000.00)	
	Xfer to VEBA		
	Xfer to Deductions for Retiree 403B payout		
	Xfer to Cafeteria		
	Xfer to Capital for Bus purchase	(830,593.65)	
	Total Disbursements	(18,430,593.65)	

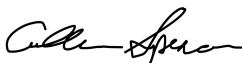
Balance on Hand:	November 30, 2024		<u>\$ 69,147,725.87</u>
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Bank Reconciliation

Bank Statement	CNB 4323		6,475,594.19
	NYCLASS 01-1165-0006		4,016,683.40
	NYCLASS 01-1165-0012		351.89
	Community Bank CDARS 4484		7,000,000.00
	MCB Liquid Money Market 9081		7,211,821.36
	CNB CD 8070		6,000,000.00
	CNB CD 5947		7,500,000.00
	CNB CD 9345		6,358,533.91
	CNB CD 3434		3,000,000.00
	CNB CD 3418		6,500,000.00
	CNB CD 6453		5,020,451.39
	CNB CD 0090		4,517,625.00
	CNB CD 6843		5,546,664.73
	In-transit (Xfer to Gen Now)		
	In-transit (Xfer to cafe)		
	In-transit (Xfer to Fed)		

Reconciled Balance	<u>\$ 69,147,725.87</u>
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Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 12/30/2024

Reviewed by: _____

Date Reviewed: _____

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

Balance Forward: November 1, 2024 8,206,649.13

Receipts

Tax Collections	35,692,772.95	
County Prior Year Taxes	369,065.02	
County Tax Penalty	39,293.63	
Invoices	21,776.50	
City Prior Year Taxes	28,019.71	
City Tax Penalty	4,056.80	
PILOT	190,779.15	
BOCES		
Refunds		
Student Fees	8,645.00	
Donations		
Insurance Recovery		
E-rates		
Misc		
Scrap	559.20	
Revtrak Chromebook/iPad sales	120.00	
Xfer from Gen Muni	17,600,000.00	
Payroll Xfers from Café	74,302.54	
Payroll Xfers from Federal	148,385.57	
Xfer from Payroll		
Xfer from Fed for interfund loan paydown	500,000.00	
HSA Bank withdrawal adj		
Retiree Health ACH		
ERS Accepted Adj	86.56	
Earnings from Treasury Bill Maturity		
Interest/Earnings	1,663.25	
Total Receipts		54,679,525.88

Disbursements

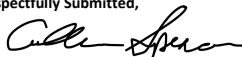
A/P Warrants	(1,507,817.68)	
Payroll Deductions Warrants	(4,177,302.73)	
Add back non-cash deduction payments:		
Employee Health Deductions	124,826.02	
Employee Dental Deductions	12,401.31	
Employee fines (Deduction code DISTR)		
NSF Check	(235.95)	
Xfer to Leadership		
Health Insurance Wire	(2,170,215.02)	
ERS Annual Invoice		
Xfer to Capital		
ERS Accepted Adj		
Omni TSA Non-elective Contributions (ER)	(762,188.50)	
VEBA Cash Balance xfer to BRI		
BAN Principal		
BAN Interest		
H S A Fundings	(3,796.25)	
Xfer to Gen Muni	(52,750,797.96)	
Bond Interest		
Bond Principal		
Check Print Postage	(48.45)	
Total Disbursements		(61,235,175.21)

Balance on Hand: November 30, 2024 \$ 1,650,999.80

Bank Reconciliation

Bank Statement	
CNB 9172	1,410,027.50
Tax Collection 6026	49.90
Chase Lockbox 6841	1,228,982.66
CNB 3427	-
Chase Treasuries 5961	-
Outstanding Checks	(886,714.00)
Charge in-transit (OMNI)	(77,371.49)
Charge in-transit (Payroll ERS)	(24,424.62)
Deposit in transit (RevTrak Chromebook sales)	120.00
Xfer in-transit (to extracurricular)	
Deposit in transit (NSF Check re-deposit)	329.85
Reconciled Balance	<u><u>\$ 1,650,999.80</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer

Reviewed by: _____

Date Completed: 12/30/2024

Date Reviewed: _____

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

Balance Forward: November 1, 2024 \$ 98,801.53

Receipts

Vanco RevTrak Revenue	396.01	
Xfer from Extracurricular		
Interest	229.41	
Xfer from General Now		
Xfer from Deductions		
Cash Receipt Query Attached	30,979.32	
Misc deposit		
Total Receipts	31,604.74	

Disbursements

Warrant	(772.42)	
NSF Check		
FNBO Credit Card		
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Trust Memorial		
Total Disbursements	(772.42)	

Balance on Hand: November 30, 2024 **\$ 129,633.85**

Bank Reconciliation

Bank Statement CNB 4762		68,609.71
Bank Statement NYCLASS 0009		61,131.14
Less Outstanding Checks		(86.00)
Deposit in-transit (Revtrak)		
Deposit in-transit (NSF re-deposit)		99.00
Xfer in-transit (to XC)		
Xfer in-transit (to Gen)		(120.00)
Reconciled Balance		\$ 129,633.85

Respectfully Submitted,


Cullen Spencer, Treasurer

Date Completed: 12/30/2024

Reviewed by: _____
Date Reviewed: _____

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

Balance Forward: November 1, 2024 391,562.44

Receipts

Dividends		
Academy Trust	230.40	
Sara Shenkman	18.24	
Donations/Contributions	400.00	
Investment Results		
Stale-Dated Check write-offs		
Xfer from Leadership		
Interest	0.24	
Total Receipts		648.88

Disbursements

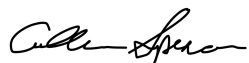
Warrant		
Void Warrant		
Xfer to Extracurricular		
Investment Results		
Due to Extra Curricular		
Total Disbursements		-

Balance on Hand: November 30, 2024 \$ 392,211.32

Bank Reconciliation

Bank Statement CNB Invest		381,867.57
Bank Statement CNB 6516		10,343.75
Less Outstanding Checks		
Deposit in transit (Stop payment fee refund)		
Reconciled Balance		\$ 392,211.32

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 12/30/2024

Reviewed by: _____

Date Reviewed: _____

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2024 To 11/30/2024



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	2,027,400.27	5,701,799.42	265,566.31
121	Instructional Salary	*	375,177.00	0.00	375,177.00	96,545.40	230,329.78	48,301.82
122	Instructional Salary	*	5,000.00	0.00	5,000.00	1,460.00	0.00	3,540.00
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	2,467,936.12	6,693,038.74	153,379.94
140	Instructional Salary Substitutes	*	823,750.00	0.00	823,750.00	186,122.74	0.00	637,627.26
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	153,647.70	12,234,315.70	4,026,460.32	7,555,907.65	651,947.73
151	Instructional Salary	*	9,550.00	0.00	9,550.00	486.00	0.00	9,064.00
160	Non-Instructional Salary	*	10,823,668.00	-13,350.50	10,810,317.50	3,619,157.50	2,821,161.48	4,369,998.52
200	Equipment	*	574,896.00	24,501.02	599,397.02	191,205.58	32,844.90	375,346.54
220	Computer Hardware	*	130,600.00	0.00	130,600.00	0.00	0.00	130,600.00
400	Contractual	*	3,633,615.00	477,902.82	4,111,517.82	1,399,729.13	2,038,702.32	673,086.37
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	986,137.41	635,867.95	351,106.76
460	Computer Software	*	122,905.00	7,725.00	130,630.00	44,005.01	16,657.31	69,967.68
470	Tuition	*	1,621,257.00	-32,840.00	1,588,417.00	397,529.28	992,195.15	198,692.57
473		*	0.00	24,310.00	24,310.00	4,862.00	19,448.00	0.00
480	Textbooks	*	205,712.00	-7,725.00	197,987.00	90,185.16	10,001.08	97,800.76
490	BOCES	*	10,127,758.00	-32,224.05	10,095,533.95	3,427,787.39	5,942,908.56	724,838.00
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	-227,135.00	23,065,965.00	10,142,773.79	10,279,269.54	2,643,921.67
900	Interfund Transfers	*	280,000.00	0.00	280,000.00	0.00	0.00	280,000.00
Fund ATotals:			91,147,506.00	421,110.91	91,568,616.91	29,553,847.72	49,881,199.23	12,133,569.96
160	Non-Instructional Salary	*	675,100.00	0.00	675,100.00	208,117.86	46,414.70	420,567.44
200	Equipment	*	179,000.00	0.00	179,000.00	56,883.87	16,322.92	105,793.21
400	Contractual	*	1,113,000.00	0.00	1,113,000.00	289,977.61	653,926.51	169,095.88
450	Supplies	*	121,900.00	0.00	121,900.00	31,120.76	82,463.59	8,315.65
800	Employee Benefits	*	284,000.00	0.00	284,000.00	116,489.60	8,807.42	158,702.98
Fund CTotals:			2,373,000.00	0.00	2,373,000.00	702,589.70	807,935.14	862,475.16

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2024 To 11/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150		*	1,760.00	0.00	1,760.00	0.00	0.00	1,760.00
460		*	200.00	0.00	200.00	0.00	0.00	200.00
Fund F3ETotals:			1,960.00	0.00	1,960.00	0.00	0.00	1,960.00
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	126,067.44	312,549.56	-41,823.00
400	Contractual	*	11,144.59	-2,005.26	9,139.33	0.00	2,155.00	6,984.33
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
Fund FIATotals:			582,400.59	2,500.00	584,900.59	130,572.70	314,704.56	139,623.33
150	Instructional Salary	*	606,768.00	0.00	606,768.00	151,691.52	455,076.48	0.00
160	Non-Instructional Salary	*	134,293.00	0.00	134,293.00	46,623.29	0.00	87,669.71
400	Contractual	*	100,411.00	0.00	100,411.00	11,585.00	88,826.00	0.00
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	209,899.81	543,902.48	290,918.71
150	Instructional Salary	*	1,319.00	0.00	1,319.00	328.92	990.08	0.00
160	Non-Instructional Salary	*	13,034.00	0.00	13,034.00	3,745.19	0.00	9,288.81
400	Contractual	*	18,341.00	0.00	18,341.00	0.00	18,341.00	0.00
Fund FICTotals:			32,694.00	0.00	32,694.00	4,074.11	19,331.08	9,288.81
150	Instructional Salary	*	91,939.00	0.00	91,939.00	24,380.76	67,557.94	0.30
400	Contractual	*	4,101.00	-60.00	4,041.00	210.00	0.00	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	1,351.00	0.00	748.00
Fund FIITotals:			98,108.02	0.00	98,108.02	25,941.76	67,557.94	4,608.32
400	Contractual	*	37,276.76	5,700.00	42,976.76	3,900.00	29,600.00	9,476.76
450	Supplies	*	744.29	0.00	744.29	0.00	0.00	744.29

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2024 To 11/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
490		*	912.00	0.00	912.00	0.00	0.00	912.00
	Fund FIVTotals:		38,933.05	5,700.00	44,633.05	3,900.00	29,600.00	11,133.05
150	Instructional Salary	*	93,000.00	0.00	93,000.00	123,084.50	0.00	-30,084.50
160	Non-Instructional Salary	*	165,000.00	0.00	165,000.00	150,253.53	0.00	14,746.47
400	Contractual	*	51,500.00	0.00	51,500.00	4,592.06	0.00	46,907.94
450	Supplies	*	600.00	0.00	600.00	183.42	349.83	66.75
470	Tuition	*	150,200.00	0.00	150,200.00	137,573.06	0.00	12,626.94
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
	Fund FSSTotals:		918,300.00	0.00	918,300.00	415,686.57	375,349.83	127,263.60
150	Instructional Salary	*	267,812.00	0.00	267,812.00	69,063.12	190,538.88	8,210.00
160	Non-Instructional Salary	*	89,703.00	0.00	89,703.00	17,783.60	0.00	71,919.40
400	Contractual	*	429,000.00	0.00	429,000.00	89,650.00	339,350.00	0.00
800	Employee Benefits	*	2,607.00	0.00	2,607.00	0.00	0.00	2,607.00
	Fund FUPTotals:		789,122.00	0.00	789,122.00	176,496.72	529,888.88	82,736.40
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
	Fund H25Totals:		100,000.00	0.00	100,000.00	8,042.79	1,957.21	90,000.00
210		*	500,000.00	1,872,525.84	2,372,525.84	1,143,364.49	694,161.35	535,000.00
	Fund HBUTotals:		500,000.00	1,872,525.84	2,372,525.84	1,143,364.49	694,161.35	535,000.00
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
	Fund HSSTotals:		246,672.00	0.00	246,672.00	0.00	0.00	246,672.00
440		*	0.00	0.00	0.00	1,007,573.00	0.00	-1,007,573.00
	Fund TCTotals:		0.00	0.00	0.00	1,007,573.00	0.00	-1,007,573.00
Grand Totals:			97,879,875.66	2,301,836.75	100,181,712.41	33,384,989.37	53,265,587.70	13,531,135.34

Canandaigua City School District

Revenue Status Report By Function From 7/1/2024 To 11/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	52,580,000.00	0.00	52,580,000.00	49,983,840.00	2,596,160.00
A 1081	Other Payment in Lieu of Taxes	675,195.00	0.00	675,195.00	228,182.55	447,012.45
A 1085	School Tax Relief Reimbursement	0.00	0.00	0.00	2,595,975.35	-2,595,975.35
A 1090	Interest and Penalties on Real Property Taxes	191,469.00	0.00	191,469.00	49,656.57	141,812.43
A 1335	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	-1,025.00	6,025.00
A 2230	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	0.00	160,000.00
A 2280	Health Services for Other Districts	55,000.00	0.00	55,000.00	0.00	55,000.00
A 2401	Interest and Earnings	250,000.00	0.00	250,000.00	863,457.09	-613,457.09
A 2440	Rental of Buses	15,000.00	0.00	15,000.00	25,156.00	-10,156.00
A 2650	Sale of Scrap and Excess Materials	5,000.00	0.00	5,000.00	4,187.88	812.12
A 2666	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	0.00	50,000.00
A 2701	Refund of Prior Year Expenses	150,000.00	0.00	150,000.00	3,586.52	146,413.48
A 2770	Other Unclassified Revenues	60,000.00	0.00	60,000.00	115,798.32	-55,798.32
A 2770.002	Use of Facilities	0.00	0.00	0.00	362.50	-362.50
A 3101	Formula Operating Aid	32,580,515.00	0.00	32,580,515.00	3,101,249.21	29,479,265.79
A 3102	VLT Lottery Aid	0.00	0.00	0.00	5,856,034.20	-5,856,034.20
A 3103	BOCES Aid	2,100,000.00	0.00	2,100,000.00	0.00	2,100,000.00
A 3104	Tuition Aid (Chapters 47, 66, and 721)	125,000.00	0.00	125,000.00	0.00	125,000.00
A 3260	Texbook Aid	190,000.00	0.00	190,000.00	0.00	190,000.00
A 3261	Computer Hardware Aid	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3262	Computer Software Aid	49,000.00	0.00	49,000.00	0.00	49,000.00
A 3263	Library Media Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
A 3289	Other State Aid	15,000.00	0.00	15,000.00	105,937.51	-90,937.51
A 4601	Medicaid Assistance	120,000.00	0.00	120,000.00	0.00	120,000.00
A Totals:		89,446,179.00	0.00	89,446,179.00	62,932,398.70	26,513,780.30
C 1245	Other Breakfast Sales	11,000.00	0.00	11,000.00	5,237.44	5,762.56
C 1445	Other Lunch Sales	225,500.00	0.00	225,500.00	60,634.44	164,865.56
C 1446	Catering/Special Events	6,000.00	0.00	6,000.00	0.00	6,000.00
C 2401	Interest and Earnings	25,000.00	0.00	25,000.00	7,441.22	17,558.78
C 2402	Over/Short	0.00	0.00	0.00	51.02	-51.02
C 2770	Other Unclassified Revenue	0.00	0.00	0.00	6,399.63	-6,399.63
C 2771	Commissions	4,000.00	0.00	4,000.00	0.00	4,000.00

Canandaigua City School District

Revenue Status Report By Function From 7/1/2024 To 11/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 3190	State Aid - School Lunch	605,000.00	0.00	605,000.00	136,473.00	468,527.00
C 3192	Summer Food Service Program - State	0.00	0.00	0.00	929.00	-929.00
C 3290	State Aid - School Breakfast	198,000.00	0.00	198,000.00	54,083.00	143,917.00
C 4190	Surplus Food - Federal	75,000.00	0.00	75,000.00	0.00	75,000.00
C 4190.100	Federal Lunch	869,000.00	0.00	869,000.00	190,399.00	678,601.00
C 4190.200	Federal Breakfast	324,500.00	0.00	324,500.00	74,937.00	249,563.00
C 4190.300	Other Federal Revenues	10,000.00	0.00	10,000.00	0.00	10,000.00
C 4192	Summer Food Service Program - Federal	20,000.00	0.00	20,000.00	31,711.00	-11,711.00
C Totals:		2,373,000.00	0.00	2,373,000.00	568,295.75	1,804,704.25
F3E 4126.000.25	Title III ENL 2025	1,960.00	0.00	1,960.00	0.00	1,960.00
F3E Totals:		1,960.00	0.00	1,960.00	0.00	1,960.00
FHB 3289	Healthcare Workers Bonus	6,459.00	0.00	6,459.00	3,229.50	3,229.50
FHB Totals:		6,459.00	0.00	6,459.00	3,229.50	3,229.50
FIA 4126.000.24	Title I Part A 2023-24	10,737.59	0.00	10,737.59	0.00	10,737.59
FIA 4126.000.25	Title I Part A 2024-25	574,163.00	0.00	574,163.00	0.00	574,163.00
FIA Totals:		584,900.59	0.00	584,900.59	0.00	584,900.59
FIB 4256	IDEA Section 611	1,044,721.00	0.00	1,044,721.00	208,944.00	835,777.00
FIB Totals:		1,044,721.00	0.00	1,044,721.00	208,944.00	835,777.00
FIC 4256	IDEA Section 619	32,694.00	0.00	32,694.00	6,538.00	26,156.00
FIC Totals:		32,694.00	0.00	32,694.00	6,538.00	26,156.00
FII 4126.000.24	Title IIA State Aid 23/24	1,542.02	0.00	1,542.02	0.00	1,542.02
FII 4126.000.25	Title IIA State Aid 24/25	96,566.00	0.00	96,566.00	0.00	96,566.00
FII Totals:		98,108.02	0.00	98,108.02	0.00	98,108.02
FIV 4129.000.24	Title IV State Aid 23/24	8,052.45	0.00	8,052.45	0.00	8,052.45
FIV 4129.000.25	Title IV State Aid 24/25	36,580.60	0.00	36,580.60	0.00	36,580.60
FIV Totals:		44,633.05	0.00	44,633.05	0.00	44,633.05

Canandaigua City School District

Revenue Status Report By Function From 7/1/2024 To 11/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
FSS 3289	Summer School Aid	734,640.00	0.00	734,640.00	0.00	734,640.00
FSS 5031	Summer School Interfund Transfer	183,660.00	0.00	183,660.00	0.00	183,660.00
	FSS Totals:	918,300.00	0.00	918,300.00	0.00	918,300.00
FUP 3289	Universal PreK	789,122.00	0.00	789,122.00	394,561.00	394,561.00
	FUP Totals:	789,122.00	0.00	789,122.00	394,561.00	394,561.00
H25 5031	Capital Outlay 2024-25 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	H25 Totals:	100,000.00	0.00	100,000.00	0.00	100,000.00
HBU 5031	Interfund Transfer from General Fund	500,000.00	0.00	500,000.00	0.00	500,000.00
	HBU Totals:	500,000.00	0.00	500,000.00	0.00	500,000.00
HSS 3297.000	Smart Schools State Sources	246,672.00	0.00	246,672.00	0.00	246,672.00
	HSS Totals:	246,672.00	0.00	246,672.00	0.00	246,672.00
TC 2770.44	Taxes Collected - Wood Library	0.00	0.00	0.00	1,007,573.00	-1,007,573.00
	TC Totals:	0.00	0.00	0.00	1,007,573.00	-1,007,573.00
V 2401	Interest & Earnings	0.00	0.00	0.00	101,217.74	-101,217.74
	V Totals:	0.00	0.00	0.00	101,217.74	-101,217.74
	Grand Totals:	96,186,748.66	0.00	96,186,748.66	65,222,757.69	30,963,990.97

CANANDAIGUA CITY SCHOOL DISTRICT

**Internal Audit 2024 - 2025
Annual Update to Risk Assessment**

CANANDAIGUA CITY SCHOOL DISTRICT

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January 6, 2025

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January 6, 2025

Audit Committee Members
Canandaigua City School District
143 North Pearl Street
Canandaigua, New York 14424

Dear Audit Committee Members:

The following report summarizes our annual risk assessment for the Canandaigua City School District (the District). Bonadio & Co., LLP was engaged by the District to fulfill the requirements of the 2005 School Financial Oversight and Accountability Act by performing an annual risk assessment.

The purpose of the annual risk assessment is to provide the audit committee with a review of internal controls that the District has in place to prevent and detect fraud, ensure the financial reporting is accurate and that the District's assets are safeguarded.

The content of this report is intended to provide the District's Audit Committee with the baseline information necessary to develop, approve, and implement an Internal Audit Work Plan in the 2024 - 2025 fiscal year.

In performing our engagement, we relied on the accuracy and reliability of information provided by District personnel. We have not audited, examined or reviewed the information, and express no assurance on it. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This consulting engagement report is intended solely for the information and use of the Administration, the Audit Committee, the Board of Education, and other applicable employees within the District and is not intended to be and should not be used by anyone other than those specified parties.

We appreciate the opportunity to prepare this annual risk assessment for the District and are available to assist you in carrying out other portions of the Internal Audit Plan. We are also available anytime to answer your questions.

Very truly yours,
BONADIO & CO., LLP



Timothy J. Doyle, CPA
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RISK ASSESSMENT AND INTERNAL CONTROL STRATEGY

Background Information

In 2005, the New York State Legislature issued School accountability laws, pursuant to Chapter 263 of the Laws of 2005 (the Act), regarding increased oversight over public schools, charter schools, and boards of cooperative educational services. As part of the new laws, the District is required to implement an Internal Audit function.

For the 2024 - 2025 fiscal year, the District appointed Bonadio & Co., LLP as the District's internal audit consultants to perform an annual risk assessment, develop a proposed audit work plan based on the high risk areas identified, and then to assist in the development of the scope and timing of the internal audit areas based on the approval of the District's Audit Committee.

This report focuses on our annual risk assessment of internal controls of the District's operations, financial reporting policies, procedures and functional activities.

Our interviews with District Administration were directed toward gaining an understanding of any changes and related risks in each internal control area during the last 12 months, from the perspective of management responsible for controlling such risks. Using this information, we assessed the risk (low, moderate or high) present in each area. A summary of this annual risk assessment is included. The annual risk assessment process also drives the planned scope of the internal audit procedures, which is summarized in the internal audit work plan.

Objective

The objective of the annual risk assessment is to meet the requirements of the 2005 Schools Accountability legislation and assist Audit Committee members with the development of an effective internal audit work plan.

Risk Assessment Process

We performed an initial risk assessment of key areas and transactions in order to assess the risk for each of the significant transaction cycles and functional responsibilities. This information was shared with you and has been used to identify areas that may need further review.

Annually, we update that initial risk assessment by performing interviews, observation, reperformance, recalculation, inquiry, and/or walkthroughs with various department personnel. Using this information and input, we evaluate the level of risk and assess a risk score which is then used to develop an overall risk rating for the area based on the perceived effectiveness of the internal control environment.

As part of these procedures, we will obtain copies of your most recent audited financial statements and related reporting and identify any risks that may be applicable to our risk assessment process. In addition, we will obtain and review current policies and procedures in evaluating the design of the control environment and related activities.

When assessing risk in a control environment, we consider four categories of risk which are defined below.

Inherent Risk

The nature of some activities or assets makes them a greater risk than others. Some characteristics that generally increase inherent risk are opportunity, complexity, changes in the operating environment, changes in personnel, and rapid growth. Inherent risk is a tool in determining the susceptibility of an entity, unit, or account to fraud, waste or abuse assuming there were no related internal controls.

Control Risk

This is the risk that material errors or fraud are not prevented or detected by the internal control system.

Materiality

This is an expression of relative significance or importance of a particular transaction class which can be based on factors such as dollar value or volume of transactions.

Overall Risk

This is the overall risk level calculated after evaluating control risk, inherent risk and materiality.

We will calculate an overall risk score at the entity level, using the considerations as defined later in this report, in the following key accounting areas:

- | | |
|--|-------------------------------------|
| Revenue, Billings, Receivables, and Cash Receipts | Capital Projects and Capital Assets |
| Expenditures, Expenses, Payables and Disbursements | School Lunch |
| Payroll and Human Resources | Transportation and Facilities |
| Federal and State Aid | Information Technology |
| Extraclassroom Activity Funds (ECA) | |

Not all risks are created equal. Some are more likely than others to occur, and some will have a greater impact than others if they ultimately do occur. Additionally, the perception of risk is truly subjective and may not be viewed the same by all individuals. Once risks are identified, their probability and significance must be assessed. Upon identifying and assessing risk, your organization must decide how to address and reduce the risk to an acceptable level. Based on a cost/benefit analysis, in some cases, the Board's decision may be to implement additional controls or in some cases the Board may decide to accept the risk identified.

Personnel Interviewed

We interviewed several individuals in connection with our risk assessment update procedures. Our interviews were directed towards gaining a thorough understanding of the objectives and related risks in each of the internal control areas from the perspective of the individuals responsible for controlling such risks.

RISK SCORE SUMMARY

Below is a risk score summary ranked by accounting area beginning with the area with the highest risk score.

Business Cycle Area	CY Risk Score	PY Risk Score
Information Technology	12	15
Extraclassroom Activity Funds (ECA)	12	12
Expenditures, Expenses, Payables and Disbursements	12	11
Revenue, Billings, Receivables and Cash Receipts	11	10
Payroll and Human Resources	11	10
Transportation and Facilities	10	11
School Lunch	9	10
Federal and State Aid	9	10
Capital Projects and Capital Assets	9	9

Scoring Methodology		
Risk Level	Individual Area	Overall Score
Low	1	1-11
Moderate	2	12-20
High	3	21-27

We are pleased to report that the District does not have any categories identified as High Risk based on the current year risk assessment. In reviewing the rankings above, three of the areas fall into the moderate category and the remaining area are in the low category. Those in the moderate category are in the low end of the range.

On the following pages we have provided a historical table showing the areas audited, as well as our recommendations for the current and next year for your consideration. We also provide some suggested approaches to addressing the recommended areas for the current year.

HISTORICAL AUDIT AREAS

The table below illustrates the historical audit areas for which testing has been, or may be performed. These priorities are reviewed annually with the Board or Audit Committee and readjusted accordingly. On the following page we outline the proposed work plan and provide some suggested procedures to accomplish the objectives.

<u>Business Cycle Area</u>	<u>2021-22</u> (Completed)	<u>2022-23</u> (Completed)	<u>2023-24</u> (Completed)	<u>2024-25</u> (Suggested)
Revenues, Billings, Receivables and Cash Receipts				
Expenditures, Expenses, Payables and Disbursements				X
Payroll and Human Resources				
Federal and State Aid			X	
Extraclassroom Activity Funds	X			X
Capital Projects and Capital Assets				
School Lunch Fund				
Transportation and Facilities				
Information Technology		X		X
IRS Compliance				
Rotating Area				

INTERNAL AUDIT WORKPLAN

See separate workplan recommendations

Revenues, Billings, Receivables and Cash Receipts

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	1	1	
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	2	2	
Fraud Risk	1	1	
Environmental Risks	1	1	
Observation and Inquiry Risks	2	1	Bank reconciliation walkthrough testing showed reconciliations are not always being done timely. We also noted the lack of sign-off dates indicating completion and review; however, this finding has been resolved going forward.

SCORE	11	10	
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Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

Expenditures, Expenses, Payables and Disbursements

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	2	1	This area was audited by the OSC in recent years. The 2024 external audit resulted in findings related AP checks being untimely mailed to vendors.
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	2	2	
Fraud Risk	1	2	Procedures were implemented to mitigate risk of another phishing attack like the one in April 2022.
Environmental Risks	1	1	
Observation and Inquiry Risks	2	1	Bank reconciliation walkthrough testing showed reconciliations are not always being done timely. We also noted the lack of sign-off dates indicating completion and review; however, this finding has been resolved going forward.
SCORE	12	11	

Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

Payroll and Human Resources

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	2	1	The 2024 external audit resulted in recommendations related to attendance records for the School Resource Officer.
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	2	2	Payroll is the largest expenditure with high volume of transactions each pay period.
Fraud Risk	1	1	
Environmental Risks	1	1	
Observation and Inquiry Risks	1	1	Lack of substitute staffing but NY HELPS Act has helped to fill many other job openings.

SCORE	11	10	
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Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

Federal and State Aid

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	1	1	PY internal for this area did not result in any major findings.
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	2	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	1	1	
Fraud Risk	1	1	
Environmental Risks	1	1	
Observation and Inquiry Risks	1	1	

SCORE	9	10	
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Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

Extraclassroom Activity Funds (ECA)

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	3	3	B&Co. notes the District has worked to address PY and CY deficiencies identified by the external auditor. The CY external audit resulted in a qualified opinion based on limited controls over the cash receipts from point of collection to the time of submission. CY deficiencies were related to lack of profit and loss statements and appointment of student treasurers for some clubs.
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	2	2	There is typically a high volume of low dollar transactions.
Fraud Risk	1	1	
Environmental Risks	1	1	
Observation and Inquiry Risks	1	1	
SCORE	12	12	

Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

Pursuant to Commissioner's Regulation §170.12(e)(4)(i), we do not consider this recommendation to be a finding or require a corrective action plan.

We recommend that the District continue to work to correct the deficiencies that were noted in the annual audit. This may include additional extraclassroom training.

Capital Projects and Capital Assets

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	1	1	
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	1	1	
Fraud Risk	1	1	
Environmental Risks	1	1	
Observation and Inquiry Risks	1	1	District just completed a capital project and will have a vote in December of 2024 for another upcoming project that will occur in the near future.

SCORE	9	9	
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Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

School Lunch Fund

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	1	2	PY findings related to the school fund that have been followed up on by the District.
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	1	1	
Fraud Risk	1	1	
Environmental Risks	1	1	
Observation and Inquiry Risks	1	1	

SCORE	9	10	
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Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

Transportation and Facilities

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	1	1	
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	2	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	1	1	District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	1	1	
Fraud Risk	1	1	
Environmental Risks	2	2	District continues to deal with extreme bus driver shortages, even after the COVID-19 Pandemic has subsided and ridership has increased.
Observation and Inquiry Risks	1	1	

SCORE	10	11	
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Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

Information Technology

Area of Consideration	CY Risk Score	PY Overall Risk	Comments/Other Info
External Audit and Past Audit Considerations	1	2	A security assessment/penetration test review was performed during the PY, with recommendations that the District has followed up on.
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	1	1	
Governance and Management	1	1	
Design and Effectiveness of Control Environment and Control Activities	1	1	
IT, Sensitivity of Information, and Access Vulnerability	2	3	Inherent risk related to IT services as sensitive data can be vulnerable to 3rd parties even with mitigations in place. District has a Disaster Recovery Plan and Incident Response Plan in place.
Materiality, Complexity and Transaction Volume	2	2	All transactions require IT software.
Fraud Risk	1	2	Procedures were implemented to mitigate risk of another phishing attack like the one in April 2022.
Environmental Risks	2	2	Ransomware is always a risk and has been occurring more often in the government space.
Observation and Inquiry Risks	1	1	

SCORE	12	15	
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Scoring Methodology		
Risk Level	Individual Area	Overall Score
None	0	-
Low	1	1-11
Moderate	2	12-20
High	3	21-27

Recommendations:

No recommendations at this time.

DEFINITIONS OF RISK ASSESSMENT CONSIDERATIONS

Area of Consideration	Definition
External Audit and Past Audit Considerations	Consideration is given to results of the external and internal audits performed in the current and prior years, as well as the auditee's response to those results.
Financial Reporting (Internal Reporting, External Reporting, Budgeting)	How does management approach the financial reporting process both internally and externally and how accurate and available is the information. In addition, are regulatory reporting requirements submitted timely and accurately.
Governance and Management	Construct, make-up and involvement of the Board and management from an oversight perspective. Experience of members of the Board and management are considerations in this area. Existence of policies and procedures as well as demonstration of tone at the top.
Design and Effectiveness of Control Environment and Control Activities	The overall design, operation and effectiveness of the internal control structure, regardless of the personnel in place. What level of reliance on computerized controls versus manual controls is in place including whether any significant changes in controls have taken place.
IT, Sensitivity of Information, and Access Vulnerability	The complexity of the IT environment, including the software and hardware used in various financial reporting applications are considered. Additionally, the nature of data used and processed, as well as physical and digital access risks that may exist.
Materiality, Complexity and Transaction Volume	The materiality, complexity and volume of transactions play a significant role in the assessment of risk related to the audit area. Areas of large volume, large dollar amounts and increased complexity will have a greater risk which are independent of any controls in place.
Fraud Risk	Consideration of whether fraud has occurred in the past, or based on interviews and procedures if personnel feel there is a risk of fraud that exists. The design of controls to mitigate the risk of fraud are also key considerations. Tone at the top and the general environment of the entity are important factors here as well.
Environmental Risks	These are risk factors that are in some ways outside of the control of the entity, such as political landscape, NYS Office of State Comptroller audits and focus areas, media reports, and similar items.
Observation and Inquiry Risks	Based on the results of all procedures including inquiry and observation, are there any additional areas of concern identified that would necessitate an additional risk rating.

Request for Overnight Field Trip

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

Name of Group/Club (building/grade level):
Class of 2026 (Academy)

Destination:
NYC

Departure Date and Approximate Time:
November 15, 2025 7am

Return Date and Approximate Time:
November 17, 2025 9pm

Number of Students Expected to Attend:
125

Number of Chaperones (also detail how students will be supervised 24 hours / day):
10 Chaperones will be assigned a group of students that they check in with throughout the trip and each night chaperones will ensure students are in their rooms before lights out

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):

Mode of Transportation (include bus service / airline):
Niagara Scenic Bus Tours

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

Refund policy/ Insurance or other recoup options:

Cost per student	
Package Amount	789.00
or Breakdown Amount	
Travel	
Lodging	
Meals	
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	789.00
Less Club Contribution	
Less Expected Fundraising	50.00
Final Cost to Student	739.00

Request for Overnight Field Trip

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

1st Amendment 1st Vote Club – Canandaigua Academy: 9-12

Destination:

Woodcliff Hotel
199 Woodcliff Dr, Fairport, NY 14450

Departure Date and Approximate Time:

Tuesday April 1st depart at 9:00AM
Day 1: 10:00a-7:30p (includes lunch & dinner)

Return Date and Approximate Time:

Wednesday April 2nd at 2:00
Day 2: 7AM-1:30PM

Number of Students Expected to Attend:

5 Students (all paid for)

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

2, Mrs. Costello & Mrs. Sullivan

Cost per student	
Package Amount	
<i>or</i> Breakdown Amount	
Travel	
Lodging	
Meals	INCLUDED
Breakfast	
Lunch	
Dinner	
Other (<i>Explanation</i>)	
Cost of Trip Per Student	
<i>Less Club Contribution</i>	
<i>Less Expected Fundraising</i>	
Final Cost to Student	NOTHING

School Symbols

~~The students of Canandaigua Academy have chosen the historical Native American Brave, typical of those that inhabited the Finger Lakes Region, to symbolize those characteristics. Because the Brave is a Native American symbol, great care needs to be taken to treat the legacy of the Brave with the highest level of respect. Therefore, the Superintendent of Schools shall develop guidelines for use of the Brave symbol and disseminate such guidelines. No inappropriate or unauthorized use of the Brave symbol in conjunction with the Canandaigua City School District shall be allowed.~~

~~The Canandaigua City School District shall adhere to the Brand Manual. Any outside entity wishing to use our trademark brand must submit a form on the website to be granted permission. The regulation is our Brand Manual. No inappropriate or unauthorized use of the brand shall be allowed~~

~~The Superintendent will develop regulations for this policy.~~

Board Approved: September 23, 2019

Student Awards and Scholarship

Student gifts or scholarship awards are to adhere to the following:

Gifts or scholarship awards may be made only with the approval of the Principal. Donors of scholarship awards shall submit a written proposal to the Principal. This proposal should indicate:

1. Definition of purpose of award.
2. Criteria to be used for selection of recipient.
3. Method of selection e.g. individual committee, faculty, by application, etc.
4. Nature or amount of award and duration.
5. How and by what person or group the award will be financed.

All scholarship awards must first be approved by the Board of Education. The following general guidelines are established to help determine which awards are most appropriately presented:

- ~~1. Any award presented at Commencement will carry a value of \$1,000 or greater and shall go to a graduating senior;~~
- ~~2.1. All other awards shall be presented at the awards ceremony-Awards Assembly;~~
- ~~3.2. For all awards, it It should be the intent that the award will be presented annually for a period of at least three (3) years. However, significant one (1) year awards may also qualify.~~

~~Superintendent shall develop regulations for selection committees and administration of said funds.~~

Education Law, Section 1709 (12 and 12a)
Comptroller's Opinion No. 62-367

Board Approved: September 23, 2019
Non-Substantive: December 16, 2020