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It is anticipated the Board of Education will call an executive session at 5:20 p.m. to discuss the employment history of sixteen particular persons and three Collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law)  
Public Hearing on 2025-2026 Budget at 6:00 p.m.

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Public Comments**
- IV. Board Meeting Minutes** (BOARD ACTION)
- V. April 2025 Warrant Review (Mrs. Personale and Mr. Polimeni)** (BOARD ACTION)
- VI. Board Student Representative- Macy Schneckenburger**
- VII. President's Comments**
- VIII. Superintendent's Report**
- IX. Presentation- Comprehensive Counseling Plan**
- X. Consensus Agenda** (BOARD ACTION)

**Business**

- 1. Treasurer's Report
- 2. Budget Status Report
- 3. Revenue Status Report
- 4. Election Inspector Rate
- 5. Election Inspectors/ Assistant Poll Clerks
- 6. Canon of Literature- Final Approval
- 7. WFL Cooperative Bid- Various Commodities and/or Services- 2025-2026 School Year
- 8. New Scholarships
- 9. One-Time Student Award
- 10. Presentation
- 11. Surplus Books
- 12. 2024-2025 Internal Audit
- 13. Athletic Trip- Initial Approval
- 14. Donation
- 15. New Club
- 16. Guest Speaker
- 17. Attend Canandaigua Schools
- 18. RIC ONE Risk Operations Center (ROC)
- 19. Fall Semester 2025- Field Experience
- 20. 2025-2026 School Social Worker Internship/ Field Experience
- 21. Budget Transfer
- 22. Recommendations of the Committee on Special Education

**Personnel**

***End of Consensus Agenda***

- XI. Board Committee Reports**
  - Audit Committee- Mr. Milton Johnson- May 9, 2025
- XII. Closing Remarks**

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**I. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Visual & Performing Arts Inductees**

Approval for the 2025 Visual & Performing Arts Inductees to be presented on Thursday, September 25, 2025 at the Fort Hill Performing Arts Center.

**Personnel**

**2. Instructional Personnel**

**A. Certified Substitute Teacher**

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

***End of Consensus Agenda***

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It is anticipated the Board of Education will call an executive session at 5:20 p.m. to discuss the employment history of sixteen particular persons and three Collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law)

Public Hearing on 2025-2026 Budget at 6:00 p.m.

**I. Meeting Called to Order**

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

**III. 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.*

**IV. Board Meeting Minutes**

**(BOARD ACTION)**

- April 23, 2025- Regular Meeting Minutes

**V. April 2025 Warrant Review (Mrs. Personale and Mr. Polimeni)**

**(BOARD ACTION)**

- A-101 General 20630-20639 (In House)
- A-102 General 9011227-9011292 (ACH)
- A-103 General 20640-20722 (Check Print)
- A-106 General 9011293-9011334 (ACH)
- A-107 General 20734-20800 (Check Print)
- A-108 General 20723-20733 (In House)
- C-19 Cafeteria 3391-3412
- C-20 Cafeteria 3413-3429
- F-31 Federal 996-997 (Check Print)
- F-32 Federal 9000539-9000541 (ACH)
- F-33 Federal 998-999 (Check Print)
- H-10 Capital 730 (Check Print)
- H-11 Capital 731-733 (Check Print)

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

**VII. President's Comments**

- Remarks
- Correspondence

**VIII. Superintendent's Report**

- Remarks
- Correspondence

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

#### **IX. Presentation- Comprehensive Counseling Plan**

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

#### **X. 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 March 1, 2025 – March 31, 2025. 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 – March 31, 2025. 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 – March 31, 2025. Additional information is included as an attachment and is filed.

##### **4. Election Inspector Rate**

Amend the election inspector rate to minimum wage of \$15.50/hr.

##### **5. Election Inspectors/ Assistant Poll Clerks**

The following to serve as election inspectors and poll clerks for May 20, 2025: 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, Linda Eames and others as need will be approved for May 20, 2025 at a future Board meeting.

##### **6. Canon of Literature- Final Approval**

Fourth grade is requesting the following addition be made to our Canon of Literature and were approved by Council of Instructional Excellence on April 9, 2025. Initial approval was on April 23, 2025.

- *Because of Winn-Dixie* by Kate DiCamillo
- *How to Steal a Dog* by Barbara O'Connor

##### **7. WFL Cooperative Bid- Various Commodities and/or Services- 2025-2026 School Year**

**WHEREAS**, The Board of Education, Canandaigua City School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of Various Commodities and/or Services, and

**WHEREAS**, The Board of Education, Canandaigua City School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca,



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Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o, and

**WHEREAS**, The Board of Education, Canandaigua City School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Canandaigua City School District of New York State and making recommendations

**THEREFORE BE IT RESOLVED**, That The Board of Education, Canandaigua City School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above, and

**BE IT FURTHER RESOLVED**, That The Board of Education, Canandaigua City School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services. and

**BE IT FURTHER RESOLVED**, That The Board of Education, Canandaigua City School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding. and

**NOW, THEREFORE, BE IT RESOLVED**, That The Canandaigua City School District on behalf of the Board of Education, Canandaigua City School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for various commodities and/or services and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

## 8. New Scholarships

Mrs. Marissa Logue, Academy Principal, is requesting approval for two new scholarships:

- **Leslie Corby-Craft** memorial in the amount of \$500 to a student who participates community services and gives back to the community.
- **Margaret Pomeroy Tom Scholarship**, CA Class of 1947 in the amount of two \$2,500 scholarships to be awarded to the male and female student with the highest GPA.

## 9. One-Time Student Award

Mrs. Marissa Logue is requesting approval to grant a graduating senior a \$500 scholarship in the memory of Brian Story. This award would be given to a current senior who has plans to continue on in higher education in either music education or performance. To honor Brian as a trumpet player and vocalist, this one-time award will be given to a student in either band or chorus. This award will be presented at the final "senior night" concerts in late May and the recipient will be selected by our CA Music staff.

#### 10. Presentation

Mrs. Emily Bonadonna is requesting approval for Amber Patt, clinical toxicologist from UMRC, to be a guest speaker to first grade classrooms, presenting on poison prevention. There is no cost to the District.

#### 11. Surplus Books

Mrs. Logue is requesting approval to declare as surplus the following:

- *Chemicals in Action*- 60 copies, 2<sup>nd</sup> edition, copyright 1995
- *ChemCom: Chemistry in the Community*- 25 copies, one binder of ancillary teaching materials copyright 1988
- *Environmental Science: The Way the World Works*- 11 copies, third edition
- *Environmental Science: A Global Concern*- 25 copies, sixth edition

#### 12. 2024-2025 Internal Audit

Acceptance of the 2024-2025 Internal Audit Focus Area on IRS 1099 Processing and Correction Action Plan.

#### 13. Athletic Trip- Initial Approval

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

- Camp Stella Maris, August 27-28, 2025, Livonia, NY

#### 14. Donation

Mrs. Emily Bonadonna is requesting approval to accept a donation from **Garber Randall GMC** in the amount of \$500 to be used for teacher appreciation week.

#### 15. New Club

Mr. Brian Amesbury, Elementary School Principal, is requesting approval for a new club: **ENL After-School Club**. Students will do crafts, play games and socialize. The unpaid advisors are Leslie Tomanovich and Kelli Powell.

#### 16. Guest Speaker

Mr. Brian Amesbury, Elementary School Principal, is requesting approval for Lindsey Dixon Marianetti to perform her Kid Fit presentation to third grade.

#### 17. Attend Canandaigua Schools

Ms. Caralee Goodwine, Academy Custodial, is requesting approval for her daughter, Rosalyn Goodwine, to attend in kindergarten for the 2025-2026 school year.

#### 18. 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 2025-2026

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.

#### **19. Fall Semester 2025- Field Experience**

Mrs. Marissa Logue, Academy Principal recommends:

- Will Holmes, Hobart William Smith with Elizabeth Giuliano- September 8-December 12, 2025
- Aaron Vicioso, Hobart William Smith with Josh Mull- September 8-December 12, 2025
- Noah Casey, Hobart William Smith with Matt Walters- September 8-December 12, 2025

Ms. Kris VanDuyne, Middle school Principal recommends:

- Aubrie Kastenhuber, Hobart William Smith with Kelly Mariano- September 8-May 2026

#### **20. 2025-2026 School Social Worker Internship/ Field Experience**

Mrs. Emily Bonadonna, Primary School Principal recommends:

- Abigail Richardson, Nazareth University with Mary Kate Cywinski- September-December 12, 2025

#### **21. Budget Transfer**

The below budget transfers are over \$20,000 and requires Board approval. This is to cover tuition costs for students with special needs attending Hillside Children's Center.

From: A2250.490-00-0000	Special Programs BOCES Services	\$110,000
To: A2250.470-00-PRVT	Special Programs Tuition Private Schools	\$110,000

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

Recommendations of the Committee on Special Education meeting dates of February 28, March 3, 4, 7, 11, 12, 13, 17, 19, 21, 25, 27, 28, 31, April 1, 2, 3, 4, 7, 8, 9, 10, 11, 21, 22, 23, 24, 25, 28, and 29.





## **Personnel**

### **1. Non-Instructional Personnel**

#### **A. Removals**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
Jill Ehrlinger	Claims Auditor	Resignation	5/23/2025
Ellis Hilaire	School Bus Monitor	Resignation	4/27/2025
Taylor Foxhall	Teacher Aide	Resignation	4/28/2025
Eric Ennis	Custodial Worker	Resignation	5/2/2025

#### **B. Appointments**

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective</u></b>	<b><u>Rate</u></b>
Tyler Herendeen	Custodial Worker	5/12/2025	\$16.00/hr.
Caralee Goodwine	Custodial Worker	4/28/2025	\$16.00/hr.
Christy Mastin	Substitute Food Service Helper	4/24/2025	\$15.50/hr.
Mary Erdle	Substitute Teacher Aide	9/1/2025	\$15.50/hr.

### **2. Instructional Personnel**

#### **A. Leave of Absence**

- 1) Kaitlin LaFave, Assistant Principal at the Academy, has requested a leave of absence from April 14, 2025 through July 31, 2025.

#### **B. Appointments**

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

- 1) Santiago Buigues received his Bachelor's degree in Archaeology from Universitat de Valencia, Spain. He holds Master's degrees in Archaeology, University of Calgary - Canada; Spanish Literature, Queen's University - Canada; and Education, SUNY Empire State College. He has worked in public and private academic settings. Mr. Buigues will be appointed to a 1.0 FTE 4-year probationary Foreign Language Teacher (Spanish) with a tenure area of Foreign Language effective September 1, 2025.
- 2) Dugan Doeblin received his Bachelor's degree in Inclusive Adolescent Education and Mathematics from St. John Fisher University. He is attending SUNY Brockport Master's program majoring in Mathematics. Mr. Doeblin will be appointed to a 1.0 FTE 4-year probationary Mathematics Teacher with a tenure area of Mathematics effective September 1, 2025.
- 3) Amanda Guererri received her Bachelor's degree in Mathematics and Special Education from Keuka College where she also earned her Master's degree in Literacy. She has worked in public education for 11 years. Ms. Guererri will be appointed to a 1.0 FTE 3-year probationary Mathematics Teacher with a tenure area of Mathematics effective September 1, 2025.
- 4) Corinne Snell has been working for the District as a Teacher Aide since 2022. She obtained her Teaching Assistant certification in 2023. Ms. Snell will be appointed to a 1.0 FTE 4-year probationary Teaching Assistant with a tenure area of Teaching Assistant effective May 19, 2025.





<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Santiago Buigues	Spanish 7-12; Spanish 5-9	9/1/2025	Step 20	4 years
Dugan Doeblin	Mathematics 7-12; Mathematics 5-6 Ext.;	9/1/2025	Step 1	4 years
Amanda Guererri	Students w/ Disabilities 7-12 Mathematics 7-12; Students w/ Disabilities 7-12 Mathematics; Literacy 5-12; Literacy B-6	9/1/2025	Step 12	3 years
Corinne Snell	Teaching Assistant	5/19/2025	Step 4	4 years

#### 5) Interim Substitute

The following individuals have been recommended for Interim Substitute positions 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	Assistant Principal	Academy	4/21/2025 – 7/31/2025
Hannah Proper	Special Education Teacher	Primary School	4/29/2025 – 6/26/2025
Brenda Boylan	Special Education Teacher	Middle School	5/5/2025 – 6/30/2025

#### 6) Mentors

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

<u>Mentor</u>	<u>Mentee</u>	<u>Effective Date</u>
Alexandra Benza	Hannah Proper, Amanda Swartele	5/8/2025
Rachel Ludwig	Brenda Boylan	5/8/2025

#### 7) 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:

Mya Walford  
Alexis Price

### ***End of Consensus Agenda***

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

- Audit Committee- Mr. Milton Johnson- May 9, 2025

#### **XII. District Committee Reports**

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

- Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson
- Council for Instructional Excellence (CIE)- Mrs. Julianne Miller/ Mrs. Beth Thomas
- Safety / Health / Security Committee- Mr. John Polimeni

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

- May 12-17- PES Scholastic Book Fair
- May 17- PES Family Literacy Day Book Bash
- May 17- Mental Health Awareness Walk
- May 19- Mock Car Crash
- May 20- District Vote



Canandaigua City  
School District

*Agenda -May 12, 2025- 6:30 p.m.  
Operations Center, 5500 Airport Road*

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- May 21- Board Meeting to Accept Vote Results
  - May 21- Elementary School Small Ensembles Concert
  - May 22- Middle School Ensembles Concert
  - May 26- Memorial Day
  - May 28- Academy Spring Concert I
  - May 29- Middle School Orchestra Concert
  - May 30- Awards Assembly
  - May 30- Spring Fling

**XIV. Closing Remarks**

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

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, April 23, 2025 at 6:30 p.m. at the Primary School, President Grimm presiding.

**BOARD MEMBERS PRESENT:** Jeanie Grimm, Amy Calabrese, Milton Johnson, Megan Personale, John Polimeni, Jenny Tessendorf, Beth Thomas

**BOARD MEMBERS ABSENT:** Julianne Miller, Jen Schneider

**LEADERSHIP TEAM PRESENT:** Jamie Farr

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

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** On file

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

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

***Board Meeting Minutes***

Upon a motion made by Mrs. Calabrese, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved the April 7, 2025 meeting minutes.

**APPROVED: MINUTES**

***March 2025 Warrant Review***

Upon a motion made by Mrs. Grimm on behalf of Mrs. Miller, seconded by Mrs. Personale, with all present voting yes, the Board of March approved the August Warrants.

**APPROVED: MARCH WARRANTS**

A-91 General 9011158-9011207 (ACH)  
A-92 General 20566-20605 (Check Print)  
A-93 General 20548-20565 (In House)  
A-96 General 9011208-9011226 (ACH)  
A-97 General 20607-20627 (Check Print)  
A-98 General 20606, 20628-20629 (In House)  
C-17 Cafeteria 3364-3376  
C-18 Cafeteria 3377-3390  
F-27 Federal 989-990 (In House)  
F-28 Federal 9000536-9000538 (ACH)  
F-29 Federal 991-994 (Check Print)  
F-30 Federal 995 (Check Print)  
H-7 Federal 726-727 (Check Print)  
H-9 Capital 728-729 (Check Print)  
HBU-4 Capital Bus 14 (In House)

***Wayne-Finger Lakes BOCES***

There are three (3) vacant seats on the Wayne-Finger Lakes Board of Cooperative Educational Services (BOCES) Board of Education. Each seat is for a 3-year term effective July 1, 2025. The candidates listed below, in order selected by lot, with their address and school district of residence.

Please vote for three (3)

- Tim DeLucia, 1452 Mertensia Road, Farmington, NY 14425 - school district of residence: Victor
- Robin Johnson, 4340 Friend Road, Penn Yan, NY 14527 - school district of residence: Penn Yan



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- Heather Bachman, 3908 State Route 96, Shortsville, NY 14548 - school district of residence: Manchester-Shortsville
  - Philip Rose, 36 Maple Ave., Sodus, NY 14551 - school district of residence: Sodus
  - David Landon, 1005 Farmington Rd, Macedon, NY 14502 - school district of residence: Palmyra-Macedon
  - Deborah Corsner, 68 Green St., Seneca Falls, NY 13148 - school district of residence: Seneca Falls

Upon a motion made by Mrs. Thomas, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved Robin Johnson to a seat on the Wayne-Finger Lakes BOCES Board effective July 1, 2025.

**APPROVED: ROBIN JOHNSON**

Upon a motion made by Mrs. Thomas, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved David Landon to a seat on the Wayne-Finger Lakes BOCES Board effective July 1, 2025.

**APPROVED: DAVID LANDON**

Upon a motion made by Mrs. Thomas, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved Deborah Corsner to a seat on the Wayne-Finger Lakes BOCES Board effective July 1, 2025.

**APPROVED: DEBORAH CORSNER**

Approval of the 2025-2026 tentative administrative budget (Part 1) of the Wayne Finger Lakes Board of Cooperative Educational Services in the amount of \$4,163,802.

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

### ***Board Student Representative***

Macy Schneckenburger updated the board. A pickleball tournament will be held June 14, National Student Leadership week is this week and elections will be held Thursday, Tri-M will be performing at Ferris Hills on April 26, the Mental Health Awareness walk will be on May 17, and Sources of Strength will be reading in kindergarten classes.

### ***Superintendent's Report***

Superintendent Farr noted he spent some time with a retired principal from another area who was considering moving to the area. They toured each of our buildings and she was very impressed with how happy and kind everyone was to her and others.

### **Consensus Agenda**

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

**APPROVED: CONSENSUS AGENDA AND SUPPLEMENTAL**

### **Business**

#### **1. Field Trip- Final**

the request of Mrs. Marissa Logue, Academy Principal, for final approval of the below trip:

- Distributive Education Clubs of America (DECA), Orlando, FL- April 25-30, 2025 (*initial 12/16/2024*)

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

- Eighth Grade Trip, Albany, NY- June 5-6, 2025 (*initial 12/16/2024*)

## 2. New Clubs

the request of Mrs. Marissa Logue, Academy Principal, for two new clubs:

- **Market Masters:** The Finance Club- Students will have hands-on learning experience in stock market analysis, investing, and personal finance. The unpaid advisor is Mr. John Magnan.
- **Flag Football Club:** Students will learn and have fun playing flag football. The unpaid advisors are Mr. Matthew Johengen and Ms. Abigail Zanowick

## 3. Therapy Dog

for a therapy dog at the Canandaigua Academic and Career Center.

- Gus: Owner is Mike Brennan, CACC Teacher, Boxer

## 4. Agreements

an agreement with Victor Central School District to enroll eligible students in the LifePrep Post-Secondary Program at Nazareth University for the 2025-26 school year at a rate of \$25,000 per student.

an agreement with Foundation Design, P.C., for Geotechnical Engineering Services for the 2024 Capital Improvement Project per rates on the agreement. This was awarded through an RFP from LaBella Associates. This is the lowest cost proposal for this type of service.

an agreement with LaBella Associates, for Professional Surveying Services for the 2024 Capital Improvement Project per rates on the agreement. This was awarded through an RFP from LaBella Associates. This is the lowest cost proposal for this type of service.

## 5. Student Teacher Placements- Fall

the request of Mrs. Marisa Logue, Academy Principal, for:

- Isabelle Girolamo, Hobart William Smith with Meghan Cabral- October 23-December 19, 2025

## 6. In-House Solo Judge Amendment

to replace Margaret Elisofon with Anna Luisi-Ellis as an in-house solo judge. This was approved on April 7, 2025.

## 7. Canon of Literature- Initial Approval

for fourth grade to add to our Canon of Literature and were approved by Council of Instructional Excellence on April 9, 2025.

- *Because of Winn-Dixie* by Kate DiCamillo
- *How to Steal a Dog* by Barbara O'Connor

## 8. Construction Management Services

**WHEREAS**, the voters of the Canandaigua City School District by referendum held on December 3, 2024, approved the scope and funding for the 2024 Capital Improvement Project with a total authorized cost of approximately \$70,000,230 (the "Project"); and

**WHEREAS**, as the result of the voter approval of the Project, the Board of Education of the Canandaigua City School District (the "Board of Education") has determined that it is in the best interest of the School District to retain a construction manager to: collaborate with the project architect, including the development of a Coordination Matrix delineating and coordinating the responsibilities of the Architect and the Construction Manager for the work of the Project; provide construction planning;



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prepare and update as needed a project schedule; assist with bid solicitation and analysis or if the School District chooses to procure any services or equipment through a method other than competitive bidding, assist in completing such purchases; coordinate the activities of multiple contractors to meet the milestone dates set forth in the project schedule and comply with the Contract Documents; provide cost estimating and accounting services; provide project status reports; and provide related administration and professional services ("Post-Referendum Construction Management Services") in connection with the Project; and

**WHEREAS**, the School District previously issued a Request for Proposals ("RFP") for Construction Management Services for the Project; and

**WHEREAS**, the School District received proposals in response to the RFP, diligently analyzed the proposals, and conducted interviews with selected candidates as part of the selection process; and

**WHEREAS**, as the result of the RFP process the Board of Education selected Watchdog Building Partners, LLC ("Watchdog") as the Construction Manager for the Project as being in the best interest of the School District; and

**WHEREAS**, Watchdog has provided Pre-Referendum services in connection with the development of the Project and the voter referendum; and

**WHEREAS**, the School District's legal counsel, Ferrara Fiorenza, PC and Watchdog have jointly prepared a contract and related documents for Post-Referendum Construction Management Services for the post-referendum stage of the Project (the "Post-Referendum Contract") which has been submitted to the Board of Education for consideration; and

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

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

1. The Board of Education approves the retention of Watchdog to provide Post-Referendum Construction Management Services and proceed with the Project in accordance with the terms and conditions of the Post-Referendum Contract, for the fees and expenses set forth therein.
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the Post-Referendum Contract on behalf of the School District in substantially the form presented to the Board of Education with such modifications, additions, and revisions (other than a change to the voter approved scope of the Project, the fees, or expenses) as may be approved by the Superintendent of Schools, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the Post-Referendum Contract in connection with the Project.
3. Upon Board of Education approval, this Resolution shall take effect immediately.

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

recommendations of the Committee on Special Education meeting dates of January 13, February 5, 7, 12, 26, 27, March 3, 4, 5, 10, 12, 18, 21, 24, 25, 26, 27, 28, 31, April 1, 2, 3, 4, 7, and 8.



## **Personnel**

### **1. Non-Instructional Personnel**

#### **A. Removals**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
Deidra Buck	School Bus Monitor	Resignation	4/20/2025
Deidra Buck	School Monitor	Resignation	4/20/2025
Wilfred Gassman	Custodial Worker	Resignation	4/18/2025
Heather Lyon	School Bus Monitor	Resignation	4/17/2025
Jessica Pulver	Food Service Helper	Resignation in order to accept another position in the District	4/20/2025

#### **B. Appointments**

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective</u></b>	<b><u>Rate</u></b>
Danielle Sutton	Substitute Teacher Aide	4/8/2025	\$15.50/hr.
Deidra Buck	Substitute School Bus Monitor	4/21/2025	\$15.50/hr.
Deidra Buck	Substitute School Monitor	4/21/2025	\$15.50/hr.
Emily Bonacci	Teacher Aide	4/7/2025	\$15.50/hr.
Jessica Pulver	Cook	4/21/2025	\$17.83/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) of Erica March, Elementary, Grade 2 Teacher at the Primary School, to be appointed to a 1.0 FTE Gifted & Talented Enrichment Teacher effective July 1, 2025. She will remain in her current tenure area (Elementary) and on her current salary schedule.

2)

<b><u>Name</u></b>	<b><u>Certification</u></b>	<b><u>Effective</u></b>	<b><u>Step/Rate</u></b>	<b><u>Probationary Period</u></b>
Erica March	Early Childhood B-2; Childhood Ed 1-6; Literacy B-6; Literacy 5-12; Students w/ Disabilities N-2; Students w/ Disabilities 1-6	7/1/2025	Current Step	N/A

#### **3) 2024-2025 Coach**

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

<b><u>Coach</u></b>	<b><u>Sport</u></b>	<b><u>Step</u></b>
Joe Sabbour	Modified Track	6A
Currin Rosato	JV Softball	1C (.8)
Michael Mahar	Modified Track	21A+
Jessica Kaiser	Modified Track	6A
Joe Sabbour	Modified Track	6A





4) Stipend Position 2025-2026 School Year

the following individual to a stipend position at the contractual rate:

<b>Curriculum Area Lead Teacher</b>	<b>School</b>	<b>Appointed</b>
<b>CTA Contract Name</b>		
CALT: Science 6-12	MS	Shelby Koehler

5) Mentor

the following individual to be a Mentor for the 2024-2025 school year at rates in accordance with contract:

<u>Mentor</u>	<u>Mentee</u>	<u>Effective Date</u>
Alexander Hennessy	Jake Gruendike	4/21/2025

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 one year of college where applicable:

Sophia Johnson  
Patrick Quigley  
John Squires  
Taylor Bordwell

***End of Consensus Agenda***

***District Committee Reports***

**Council for Instructional Excellence (CIE)-**

Superintendent Farr reported out on behalf of CIE which met on April 9. The Committee received a report regarding two additions to the Canon of Literature, a report on a data software program that the District, based on feedback from teachers, will not use further, discussed the 2025-2026 membership, and received a professional learning report.

***Upcoming Events***

- May 1- National Honor Society Induction Ceremony
- May 6- Tri-M Music Honor Society Induction Ceremony
- May 8- Academy Spring Art Show
- May 10- Academy Junior Prom
- May 12- Budget Public Hearing
- May 12- Board of Education Meeting
- May 17- Mental Health Awareness Walk
- May 19- Mock Car Crash
- May 20- District Vote
- May 21- Board Meeting to Accept Vote Results
- May 21- Elementary School Small Ensembles Concert
- May 22- Middle School Ensembles Concert
- May 26- Memorial Day
- May 28- Academy Spring Concert I
- May 29- Middle School Orchestra Concert
- May 30- Awards Assembly
- May 30- Spring Fling



Canandaigua City  
School District

*Minutes -April 23, 2025-*

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***Closing Remarks***

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Thomas, all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:38 p.m. The next Regular meeting will be on May 12, 2025 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk

Treasurer's Report  
Cafeteria  
March 1 - March 31, 2025

**Balance Forward:** **March 1, 2025** 1,307,070.42

**Receipts**

Meal Claims	177,742.00	
Cafeteria Deposits - Sent by School Café	5,905.64	
Cafeteria Deposits - Sent by D.O.		
Account Deposits - Online	19,116.10	
Refunds		
Commissions		
Local Foods Grant		
Rebates		
Federal ARP Equipment Grant		
Donation		
Invoices	517.50	
Interest	1,322.10	
		204,603.34

Total Receipts

**Disbursements**

Warrant	(113,924.82)	
Sales Tax	(747.55)	
Payroll 3/14/25	(20,396.77)	
Payroll 3/31/25	(28,837.06)	
		(163,906.20)

Total Disbursements

**Balance on Hand:**

**March 31, 2025** **\$ 1,347,767.56**

**Bank Reconciliation**

Bank Statement

CNB 5115	0.03%	946,575.18
CNB Paypal	0.00%	35,516.25
NYCLASS 0010		365,872.11

Deposit in transit (from General)

Deposit in transit (from General)

Deposit in transit (from General)

Deposit in transit (from General)

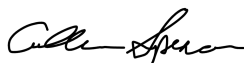
Outstanding Checks

(195.98)

**Reconciled Balance**

**\$ 1,347,767.56**

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:** 4/14/2025

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

**Date Reviewed:** \_\_\_\_\_

Treasurer's Report  
Capital Savings  
March 1 - March 31, 2025

<b>Balance Forward:</b>	<b>March 1, 2025</b>	913,088.71
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## Receipts

## Receipts

Xfer from General Fund Capital Reserve

## BAN Proceeds

Print Deposits

Xfer from Capital Now

Interest

3,213.65

### Total Receipts

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3,213.65

## Disbursements

Xfer to Gen to pay back loan

Xfer to Capital Checking for Capital Project

(44,812.75)

Xfer to Gen (pre-ref expenditures)

Xfer to DS

### Total Disbursements

(44,812.75)

**Balance on Hand:                      March 31, 2025**

**\$ 871,489.61**

## Bank Reconciliation

Bank Statement	CNB 2223	0.03%
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Bank Statement      NYCLASS

871,489.61

Xfer in transit (to General for pre-ref)

### Reconciled Balance

**\$ 871,489.61**

**Respectfully Submitted,**

Cullen Spencer

**Cullen Spencer, Treasurer**

Date Completed: 4/15/2025

Reviewed by:

**Date Reviewed:**

Treasurer's Report  
Capital Now  
March 1 - March 31, 2025

**Balance Forward:            March 1, 2025** 55,428.18  
**Receipts**

Loan from General for Asset Preservation		
Loan from General for Bus Purchase	503,148.81	
Insurance Proceeds for Academy Gym Floor		
Smart Schools Bond		
Xfer from Capital Project reserves	44,812.75	
Xfer from General		
Refund - Hanover		
Interest	94.76	
Total Receipts		548,056.32

**Disbursements**

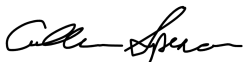
Warrant	(577,510.16)	
Xfer to Capital Savings		
Prior month correction		
Due to DS		
Xfer to General for BAN payoff		
Total Disbursements		(577,510.16)

**Balance on Hand:            March 31, 2025** **\$     25,974.34**

**Bank Reconciliation**

Bank Statement    CNB 5645		11.55
Chase 1109		(18,849.96)
Deposit in transit (from Gen)		44,812.75
Outstanding Checks		
Reconciled Balance		<b>\$     25,974.34</b>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:** 4/15/2025

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

**Date Reviewed:** \_\_\_\_\_

Treasurer's Report  
Debt Service  
March 1 - March 31, 2025

**Balance Forward:**                      **March 1, 2025**    1,302,221.91

**Receipts**

Xfer from Capital

BAN Premium

DASNY Excess Interest Earnings

Interest Earnings

4,320.62

Total Receipts

4,320.62

**Disbursements**

Xfer to General

-

Total Disbursements

-

**Balance on Hand:**                      **March 31, 2025**

\$ 1,306,542.53

**Bank Reconciliation**

Bank Statement      CNB 7123

83,283.91

Bank Statement      CD 7700

604,262.79

Bank Statement      CD 7909

618,995.83

Deposit in transit (refund of CNB wire fee)

**Reconciled Balance**

\$ 1,306,542.53

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:**      4/16/2025

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

**Date Reviewed:** \_\_\_\_\_

Treasurer's Report  
Federal  
March 1 - March 31, 2025

**Balance Forward:**                      **March 1, 2025**    625,054.24

**Receipts**

IDEA 611	65,411.00	
IDEA 619		
Summer 4408 (ESY)	323,020.67	
Title IA	73,253.00	
Title III ENL		
Title IIIA		
Title IV	1,800.00	
Title IIA	8,127.00	
UPK		
UPK - ARPA		
Xfer from General (Interfund loan payoff)	184,849.06	
Loan from Gen (1.30.25 FS-25's)		
<b>Total Receipts</b>		<b>656,460.73</b>

**Disbursements**

Warrant - Checks	(60,219.86)	
Warrant - ACH	(19,600.00)	
Due to General		
PR Adjustments		
XFER to Gen for interfund loan paydown	(10,000.00)	
PR 3/14	(65,657.49)	
PR 3/31	(68,783.13)	
<b>Total Disbursements</b>		<b>(224,260.48)</b>

**Balance on Hand:**                      **March 31, 2025**    **\$ 1,057,254.49**

**Bank Reconciliation**

Bank Statement      Chase 1117	1,080,694.49	
Outstanding Checks	(23,440.00)	
<b>Reconciled Balance</b>		<b><u>\$ 1,057,254.49</u></b>

Respectfully Submitted,

  
Cullen Spencer, Treasurer

Date Completed:      4/16/2025

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



Treasurer's Report  
General Muni  
March 1 - March 31, 2025

Balance Forward:                      March 1, 2025    50,934,796.12

Receipts

STAR		
Gen Aid	8,298,900.36	
VLT	147,982.02	
Excess Cost Aid	2,617,570.25	
Nonresident Homeless Aid		
Commercial Gaming grant	109,726.32	
Instructional Materials Aid	259,850.00	
Summer Sch 4408		
Incarcerated Youth Aid		
MCD	136,051.94	
Ch. 47/66/721	93,489.74	
IB Exam Waivers		
Misc		
Xfer from Gen Paypal		
Xfer from Leadership for PSAT Proctors		
Xfer from Gen Now/Tax Coll		
Xfer from Federal		
E-rate		
Chromebook sales		
Interest	120,010.18	
Total Receipts		11,783,580.81

Disbursements

Xfer to General Now	(2,050,012.01)	
Xfer to VEBA		
Xfer to Deductions for Retiree 403B payout		
Xfer to Cafeteria		
Xfer to Capital for Bus purchase	(503,148.81)	
Total Disbursements		(2,553,160.82)

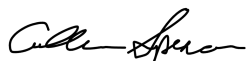
Balance on Hand:                      March 31, 2025    \$ 60,165,216.11

Bank Reconciliation

Bank Statement	CNB 4323	11,557,991.25
	NYCLASS            01-1165-0006	532.35
	NYCLASS            01-1165-0012	356.77
	Community Bank CDARS 4484	7,000,000.00
	MCB Liquid Money Market 9081	7,314,493.48
	CNB CD                    8070	
	CNB CD                    5947	7,612,459.66
	CNB CD                    9345	6,453,368.91
	CNB CD                    3434	3,000,000.00
	CNB CD                    3418	6,500,000.00
	CNB CD                    6453	5,096,178.82
	CNB CD                    0972	-
	CNB CD                    6843	5,629,834.87
In-transit (Xfer to Gen Now)		
In-transit (Xfer to cafe)		
In-transit (Xfer to Fed)		

Reconciled Balance    \$ 60,165,216.11

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed:      4/16/2025

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

Date Reviewed: \_\_\_\_\_

Treasurer's Report  
General Now  
March 1 - March 31, 2025

**Balance Forward:**                      **March 1, 2025**    8,024,112.17  
**Receipts**

Tax Collections	
County Prior Year Taxes	
County Tax Penalty	
Invoices	64,233.49
City Prior Year Taxes	233,766.68
City Tax Penalty	14,638.43
PILOT	234,558.21
BOCES	596,179.75
Refunds	14,767.20
Student Fees	99.08
Donations	9,246.00
Misc	1,073.35
Rebates	
Scrap	11,992.00
Revtrak Chromebook/iPad sales	
Xfer from Gen Muni	2,050,012.01
Payroll Xfers from Café	49,233.83
Payroll Xfers from Federal	134,440.62
Xfer from Leadership for PSAT Proctors	
Xfer from Fed for interfund loan paydown	10,000.00
Xfer from Capital for pre-ref expenditures	
Retiree Health ACH	
ERS Accepted Adj	349.81
Earnings from Treasury Bill Maturity	
Interest/Earnings	1,607.95
<b>Total Receipts</b>	<b>3,426,198.41</b>

**Disbursements**

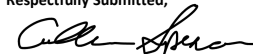
A/P Warrants	(1,360,012.61)
Payroll Deductions Warrants	(3,919,134.14)
Add back non-cash deduction payments:	
Employee Health Deductions	125,453.44
Employee Dental Deductions	12,511.60
Employee fines (Deduction code DISTR)	
Sales Tax	(266.47)
Xfer to Leadership	
Health Insurance Wire	(1,093,839.16)
ERS Annual Invoice	
Xfer to Fed for interfund loan payoff	(184,849.06)
ERS Accepted Adj	
Omni TSA Non-elective Contributions (ER)	
VEBA Cash Balance xfer to BRI	
BAN Principal	
BAN Interest	
H S A Fundings	(2,034.17)
Xfer to Gen Muni	
Bond Interest	
Bond Principal	
Check Print Postage	(69.54)
<b>Total Disbursements</b>	<b>(6,422,240.11)</b>

**Balance on Hand:**                      **March 31, 2025**    **\$ 5,028,070.47**

**Bank Reconciliation**

Bank Statement	
CNB 9172	2,412,669.21
Tax Collection 6026	
Chase Lockbox 6841	1,082,526.48
CNB 3427	1,200.00
Chase Treasuries 5961	2,498,887.72
Outstanding Checks	(824,020.08)
Deposit in transit (Stop pmt fee reversal)	
Charge in-transit (Payroll ERS)	(21,089.80)
Charge in-transit (OMNI)	(77,290.31)
Charge in-transit (HSA Employer)	
Deposit in transit (RevTrak Chromebook sales)	
Charge in-transit (to Capital disb)	(44,812.75)
<b>Reconciled Balance</b>	<b>\$ 5,028,070.47</b>

Respectfully Submitted,



Cullen Spencer, Treasurer

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

Date Completed: 4/17/2025

Date Reviewed: \_\_\_\_\_

Treasurer's Report  
Leadership  
March 1 - March 31, 2025

**Balance Forward:**                      **March 1, 2025**    \$     132,233.26  
**Receipts**

Vanco RevTrak Revenue		
Xfer from Extracurricular		
Interest	222.06	
Xfer from General Now		
Xfer from Deductions		
Cash Receipt Query Attached	3,978.57	
Misc deposit		
Total Receipts		<u>4,200.63</u>

**Disbursements**

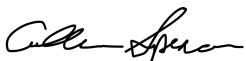
Warrant	(482.36)	
NSF Check		
FNBO Credit Card		
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Trust Memorial		
Total Disbursements		<u>(482.36)</u>

**Balance on Hand:**                      **March 31, 2025**    \$     135,951.53

**Bank Reconciliation**

Bank Statement	CNB 4762	74,047.55
Bank Statement	NYCLASS 0009	62,001.98
Less Outstanding Checks		(98.00)
Deposit in-transit (Revtrak)		
Deposit in-transit (NSF re-deposit)		
Xfer in-transit (to XC)		
Xfer in-transit (to Gen)		
Reconciled Balance		<u><u>\$     135,951.53</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:**     4/17/2025

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

## Treasurer's Report

### Trust Memorial

March 1 - March 31, 2025

<b>Balance Forward:</b>	<b>March 1, 2025</b>	<b>394,588.29</b>
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## Receipts

Dividends	21.04	
Donations/Contributions	1,000.00	
Investment Results		
Stale-Dated Check write-offs		
Xfer from Leadership		
Interest	0.33	
Total Receipts		1,021.37

## Disbursements

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

<b>Balance on Hand:</b>	<b>March 31, 2025</b>	<b>\$ 395,609.66</b>
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## Bank Reconciliation

Bank Statement	CNB Invest	381,867.57
Bank Statement	CNB 6516	13,742.09
Less Outstanding Checks		
Deposit in transit (Stop payment fee refund)		
<b>Reconciled Balance</b>		<b>\$ 395,609.66</b>

**Respectfully Submitted,**

Cullen Spencer

**Cullen Spencer, Treasurer**

**Date Completed:** 4/17/2025

Reviewed by:

**Date Reviewed:** \_\_\_\_\_

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 3/31/2025



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	49,979,895.22	2,600,104.78
<a href="#">A 1081</a>	Other Payment in Lieu of Taxes	675,195.00	0.00	675,195.00	458,601.95	216,593.05
<a href="#">A 1085</a>	School Tax Relief Reimbursement	0.00	0.00	0.00	2,595,975.35	-2,595,975.35
<a href="#">A 1090</a>	Interest and Penalties on Real Property Taxes	191,469.00	0.00	191,469.00	152,536.35	38,932.65
<a href="#">A 1335</a>	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	-911.03	5,911.03
<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	71,523.94	-16,523.94
<a href="#">A 2401</a>	Interest and Earnings	250,000.00	0.00	250,000.00	1,480,797.10	-1,230,797.10
<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	21,193.88	-16,193.88
<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 2680</a>	Insurance Recoveries	0.00	0.00	0.00	1,073.35	-1,073.35
<a href="#">A 2701</a>	Refund of Prior Year Expenses	150,000.00	0.00	150,000.00	580,023.84	-430,023.84
<a href="#">A 2705</a>	Gifts and Donations	0.00	9,246.00	9,246.00	9,246.00	0.00
<a href="#">A 2770</a>	Other Unclassified Revenues	60,000.00	0.00	60,000.00	164,347.21	-104,347.21
<a href="#">A 2770.002</a>	Use of Facilities	0.00	0.00	0.00	1,975.00	-1,975.00
<a href="#">A 3101</a>	Formula Operating Aid	32,580,515.00	0.00	32,580,515.00	15,656,888.22	16,923,626.78
<a href="#">A 3102</a>	VLT Lottery Aid	0.00	0.00	0.00	6,509,178.57	-6,509,178.57
<a href="#">A 3103</a>	BOCES Aid	2,100,000.00	0.00	2,100,000.00	596,179.75	1,503,820.25
<a href="#">A 3104</a>	Tuition Aid (Chapters 47, 66, and 721)	125,000.00	0.00	125,000.00	93,489.74	31,510.26
<a href="#">A 3260</a>	Textbook Aid	190,000.00	0.00	190,000.00	188,381.00	1,619.00
<a href="#">A 3261</a>	Computer Hardware Aid	50,000.00	0.00	50,000.00	49,304.00	696.00
<a href="#">A 3262</a>	Computer Software Aid	49,000.00	0.00	49,000.00	49,869.00	-869.00
<a href="#">A 3263</a>	Library Media Aid	20,000.00	0.00	20,000.00	20,806.00	-806.00
<a href="#">A 3289</a>	Other State Aid	15,000.00	0.00	15,000.00	170,590.06	-155,590.06
<a href="#">A 4601</a>	Medicaid Assistance	120,000.00	0.00	120,000.00	144,492.15	-24,492.15
<b>A Totals:</b>		<b>89,446,179.00</b>	<b>9,246.00</b>	<b>89,455,425.00</b>	<b>79,020,612.65</b>	<b>10,434,812.35</b>
<a href="#">C 1245</a>	Other Breakfast Sales	11,000.00	0.00	11,000.00	14,010.68	-3,010.68
<a href="#">C 1445</a>	Other Lunch Sales	225,500.00	0.00	225,500.00	129,252.17	96,247.83
<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	12,665.80	12,334.20
<a href="#">C 2402</a>	Over/Short	0.00	0.00	0.00	81.65	-81.65

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 3/31/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">C 2770</a>	Other Unclassified Revenue	0.00	0.00	0.00	12,399.54	-12,399.54
<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	357,962.00	247,038.00
<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	147,426.00	50,574.00
<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	499,417.00	369,583.00
<a href="#">C 4190.200</a>	Federal Breakfast	324,500.00	0.00	324,500.00	204,268.00	120,232.00
<a href="#">C 4190.300</a>	Other Federal Revenues	10,000.00	0.00	10,000.00	8,542.00	1,458.00
<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>1,418,664.84</b>	<b>954,335.16</b>
<a href="#">F3E 4126.000.25</a>	Title III ENL 2025	1,960.00	0.00	1,960.00	0.00	1,960.00
<b>F3E Totals:</b>		<b>1,960.00</b>	<b>0.00</b>	<b>1,960.00</b>	<b>0.00</b>	<b>1,960.00</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	4,505.59	6,232.00
<a href="#">FIA 4126.000.25</a>	Title I Part A 2024-25	572,916.00	0.00	572,916.00	258,689.00	314,227.00
<b>FIA Totals:</b>		<b>583,653.59</b>	<b>0.00</b>	<b>583,653.59</b>	<b>263,194.59</b>	<b>320,459.00</b>
<a href="#">FIB 4256</a>	IDEA Section 611	1,044,721.00	0.00	1,044,721.00	512,997.00	531,724.00
<b>FIB Totals:</b>		<b>1,044,721.00</b>	<b>0.00</b>	<b>1,044,721.00</b>	<b>512,997.00</b>	<b>531,724.00</b>
<a href="#">FIC 4256</a>	IDEA Section 619	32,694.00	0.00	32,694.00	27,080.00	5,614.00
<b>FIC Totals:</b>		<b>32,694.00</b>	<b>0.00</b>	<b>32,694.00</b>	<b>27,080.00</b>	<b>5,614.00</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	58,323.00	38,243.00
<b>FII Totals:</b>		<b>98,108.02</b>	<b>0.00</b>	<b>98,108.02</b>	<b>58,323.00</b>	<b>39,785.02</b>
<a href="#">FIV 4129.000.24</a>	Title IV State Aid 23/24	8,052.45	0.00	8,052.45	1,500.45	6,552.00

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 3/31/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">FIV 4129.000.25</a>	Title IV State Aid 24/25	36,580.60	0.00	36,580.60	15,300.00	21,280.60
	<b>FIV Totals:</b>	<b>44,633.05</b>	<b>0.00</b>	<b>44,633.05</b>	<b>16,800.45</b>	<b>27,832.60</b>
<a href="#">FSS 3289</a>	Summer School Aid	734,640.00	0.00	734,640.00	323,020.67	411,619.33
<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>323,020.67</b>	<b>595,279.33</b>
<a href="#">FUP 3289</a>	Universal PreK	789,122.00	0.00	789,122.00	394,561.00	394,561.00
	<b>FUP Totals:</b>	<b>789,122.00</b>	<b>0.00</b>	<b>789,122.00</b>	<b>394,561.00</b>	<b>394,561.00</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="#">HRV 5031</a>	Interfund Transfer	13,445,000.00	0.00	13,445,000.00	13,445,000.00	0.00
<a href="#">HRV 5710</a>	Serial Bonds	56,785,000.00	0.00	56,785,000.00	0.00	56,785,000.00
	<b>HRV Totals:</b>	<b>70,230,000.00</b>	<b>0.00</b>	<b>70,230,000.00</b>	<b>13,445,000.00</b>	<b>56,785,000.00</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="#">TC 2770.44</a>	Taxes Collected - Wood Library	0.00	0.00	0.00	1,007,573.00	-1,007,573.00
	<b>TC Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,007,573.00</b>	<b>-1,007,573.00</b>
<a href="#">V 2401</a>	Interest & Earnings	0.00	0.00	0.00	130,260.01	-130,260.01
	<b>V Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>130,260.01</b>	<b>-130,260.01</b>
	<b>Grand Totals:</b>	<b>166,415,501.66</b>	<b>9,246.00</b>	<b>166,424,747.66</b>	<b>96,621,316.71</b>	<b>69,803,430.95</b>



# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 3/31/2025



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	22,650.00	-2,625.00	20,025.00	3,971.00	0.00	16,054.00
120	Instructional Salary	*	7,997,223.00	-11,057.00	7,986,166.00	4,758,691.84	3,050,093.97	177,380.19
121	Instructional Salary	*	375,177.00	0.00	375,177.00	221,238.31	121,785.35	32,153.34
122	Instructional Salary	*	5,000.00	0.00	5,000.00	244.00	0.00	4,756.00
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	-20,669.20	9,295,354.80	5,772,785.14	3,453,883.37	68,686.29
140	Instructional Salary Substitutes	*	823,750.00	0.00	823,750.00	432,872.50	0.00	390,877.50
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	231,370.70	12,312,038.70	8,066,252.88	3,814,580.77	431,205.05
151	Instructional Salary	*	9,550.00	550.00	10,100.00	3,948.00	0.00	6,152.00
160	Non-Instructional Salary	*	10,823,668.00	-18,913.50	10,804,754.50	7,234,359.62	1,177,897.44	2,392,497.44
200	Equipment	*	574,896.00	-5,472.09	569,423.91	301,145.05	100,660.60	167,618.26
220	Computer Hardware	*	130,600.00	-25,000.00	105,600.00	5,273.96	5,270.00	95,056.04
400	Contractual	*	3,633,615.00	513,453.68	4,147,068.68	2,474,000.63	1,201,419.69	471,648.36
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,921,662.00	110,822.21	2,032,484.21	1,298,889.75	475,017.53	258,576.93
460	Computer Software	*	122,905.00	17,725.00	140,630.00	63,071.63	35,226.39	42,331.98
470	Tuition	*	1,621,257.00	14,368.30	1,635,625.30	908,966.82	633,216.06	93,442.42
473		*	0.00	24,310.00	24,310.00	14,586.00	9,724.00	0.00
480	Textbooks	*	205,712.00	-7,725.00	197,987.00	117,766.25	20,562.30	59,658.45
490	BOCES	*	10,127,758.00	-150,646.19	9,977,111.81	6,520,640.62	2,824,601.38	631,869.81
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	1,513,595.49	1,034,396.86	390,642.65
800	Employee Benefits	*	23,293,100.00	-240,135.00	23,052,965.00	15,818,010.55	4,906,461.27	2,328,493.18
900	Interfund Transfers	*	280,000.00	13,445,000.00	13,725,000.00	13,445,000.00	0.00	280,000.00
Fund ATotals:			91,147,506.00	13,875,356.91	105,022,862.91	69,332,449.66	27,314,796.98	8,375,616.27
160	Non-Instructional Salary	*	675,100.00	0.00	675,100.00	423,427.50	19,892.06	231,780.44
200	Equipment	*	179,000.00	-19,200.00	159,800.00	75,900.79	9,838.89	74,060.32
400	Contractual	*	1,113,000.00	3,800.00	1,116,800.00	623,712.12	345,009.64	148,078.24
450	Supplies	*	121,900.00	15,400.00	137,300.00	68,196.85	59,612.22	9,490.93
800	Employee Benefits	*	284,000.00	0.00	284,000.00	180,049.85	3,779.58	100,170.57
Fund CTotals:			2,373,000.00	0.00	2,373,000.00	1,371,287.11	438,132.39	563,580.50

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 3/31/2025



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	-635.00	396,159.00	259,263.48	131,898.52	4,997.00
400	Contractual	*	11,082.59	-1,655.26	9,427.33	1,006.97	1,498.03	6,922.33
450	Supplies	*	9,098.00	4,790.26	13,888.26	4,505.26	6,585.00	2,798.00
800	Employee Benefits	*	164,179.00	0.00	164,179.00	113,421.00	0.00	50,758.00
	Fund FIATotals:		581,153.59	2,500.00	583,653.59	378,196.71	139,981.55	65,475.33
150	Instructional Salary	*	606,768.00	0.00	606,768.00	353,946.88	252,821.12	0.00
160	Non-Instructional Salary	*	134,293.00	0.00	134,293.00	88,337.74	0.00	45,955.26
400	Contractual	*	100,411.00	0.00	100,411.00	100,411.00	0.00	0.00
800	Employee Benefits	*	203,249.00	0.00	203,249.00	138,931.81	0.00	64,317.19
	Fund FIBTotals:		1,044,721.00	0.00	1,044,721.00	681,627.43	252,821.12	110,272.45
150	Instructional Salary	*	1,319.00	0.00	1,319.00	767.48	551.52	0.00
160	Non-Instructional Salary	*	13,034.00	0.00	13,034.00	13,034.00	0.00	0.00
400	Contractual	*	18,341.00	0.00	18,341.00	18,341.00	0.00	0.00
	Fund FICTotals:		32,694.00	0.00	32,694.00	32,142.48	551.52	0.00
150	Instructional Salary	*	91,939.00	0.00	91,939.00	56,888.44	35,050.26	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	58,449.44	35,050.26	4,608.32
400	Contractual	*	37,276.76	5,700.00	42,976.76	18,225.00	16,700.00	8,051.76
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 3/31/2025



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	18,225.00	16,700.00	9,708.05
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	20,697.37	0.00	30,802.63
450	Supplies	*	600.00	0.00	600.00	27,825.66	349.83	-27,575.49
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	274,399.00	0.00	100,601.00
800	Employee Benefits	*	83,000.00	0.00	83,000.00	89,803.69	0.00	-6,803.69
	Fund FSSTotals:		918,300.00	0.00	918,300.00	823,636.81	349.83	94,313.36
150	Instructional Salary	*	267,812.00	0.00	267,812.00	161,147.28	98,454.72	8,210.00
160	Non-Instructional Salary	*	89,703.00	0.00	89,703.00	40,172.30	0.00	49,530.70
400	Contractual	*	429,000.00	0.00	429,000.00	267,850.00	161,150.00	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	469,169.58	259,604.72	60,347.70
240		*	10,000.00	-5,750.00	4,250.00	4,084.30	165.70	0.00
293		*	90,000.00	5,750.00	95,750.00	30,738.85	65,011.15	0.00
	Fund H25Totals:		100,000.00	0.00	100,000.00	34,823.15	65,176.85	0.00
210		*	500,000.00	1,872,525.84	2,372,525.84	1,646,513.30	679,326.13	46,686.41
	Fund HBUTotals:		500,000.00	1,872,525.84	2,372,525.84	1,646,513.30	679,326.13	46,686.41
201		*	0.00	1,973,000.00	1,973,000.00	45,000.00	1,928,000.00	0.00
240		*	0.00	324,370.90	324,370.90	95,433.66	228,937.24	0.00
245		*	0.00	3,946,200.00	3,946,200.00	0.00	3,946,200.00	0.00
999		*	70,230,000.00	-6,243,570.90	63,986,429.10	0.00	0.00	63,986,429.10
	Fund HRVTotals:		70,230,000.00	0.00	70,230,000.00	140,433.66	6,103,137.24	63,986,429.10
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

Canandaigua City School District  
Appropriation Status Summary Report By Object From 7/1/2024 To 3/31/2025



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Fund HSTotals:	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:		168,108,628.66	15,756,082.75	183,864,711.41	75,997,527.33	35,305,628.59	72,561,555.49

March 24, 2025

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

**REVIEW OF VENDOR VS. EMPLOYEE CLASSIFICATION AND 1099 FILING**

Dear Audit Committee Members,

In recent years, government entities, including school districts and BOCES, have seen an increase in Internal Revenue Service audits. Many of these audits have focused on proper 1099 filings and employee versus subcontractor classifications. Therefore, based on our recommendations, Canandaigua City School District (the District) has agreed to have us perform the following procedures to mitigate the risk of and identify possible exposure in any future audits.

While these procedures address issues noted in IRS guidance, the results may differ from an actual IRS audit. This testing has been completed to identify and mitigate risks relating to vendor classifications and 1099 filing issues.

The scope of our review was the period of January 1, 2024, to December 31, 2024.

**Procedures Performed**

To gain an understanding of the current District procedures related to determining vendor versus employee classifications, we interviewed various District employees within the procurement and payroll functions during our risk assessment and internal audit processes. In addition, we obtained an outline from the District of the procedures currently in place to issue 1099s. We performed a walkthrough of these procedures, assessing the procedures for appropriateness and potential weaknesses in the control structure as they related.

For our testing, we performed the following:

- **Vendor Classification** – Selected 25 vendors from the District Vendor History Report (including five doctors and lawyers noted on the vendor listing\*) to determine that:
  - The vendor was properly classified as a contractor, employee, or corporation in the District's records
  - Where applicable, a W-9 form was accurate, and collected timely from the vendor
  - Where applicable, a 1099 was filed for the vendor

\*Note - the misclassification of doctors and lawyers as vendors vs. employees is a common issue noted in IRS compliance reviews.

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### **Procedures Performed (Continued)**

We also reviewed the vendor selections above against the District's NYS Employee Retirement System and NYS Teachers' Retirement System reports to determine if any of the vendors were participants in the retirement system. Inclusion in the retirement system could be an indicator that the vendor should be classified as an employee.

- **1099 Filing Compliance** – Selected 25 vendors from the District's 1099 Vendor report (which lists all vendors that the District files 1099s for) to determine that:
  - The 1099s filed were accurate and that the amount reported on the 1099 matched the amount of expenditures per the District's financial records
  - The 1099s were filed timely (by January 31, 2025)
  - The W9 was collected timely, the information collected is accurate and matches the vendor information on the 1099 filed

We also reviewed the vendor selections above against the District's NYS Employee Retirement System and NYS Teachers' Retirement System reports to determine if any of the vendors were participants in the retirement system. Inclusion in the retirement system could be an indicator that the vendor should be classified as an employee.

### **Results of Procedures Performed**

**Vendor Classification:** Based on our review of the 25 vendors selected for testing to determine that the vendors were properly classified as employees, contractors, or corporations in the District's records, we noted the following (Note: 3 of the vendors were current employees receiving reimbursements for expenses related to conferences or professional organization fees and 2 vendors were parents reimbursed for transporting their child to school. 8 of the 25 vendors selected for testing were determined to need a 1099 filed – 5 are contractors, 1 is a C-Corp law firm, 1 is a S-Corp law firm, and 1 is a C-Corp healthcare provider [which all require a 1099 filing]):

	Exception noted
Vendor was properly identified as an employee, contractor, or corporation	0/25
W-9 Form was collected for the vendor timely by the District	1/22
For contractors, the expenditures per the District's records equals the expenditures per the 1099 filed	0/8
For contractors and corporations, confirmed that they were not included in the District's ERS and TRS reporting	0/25
The information from the W9 matches the information on the 1099	0/22

## **Results of Procedures Performed (Continued)**

Exceptions noted:

1. Our procedures identified:
  - a. One instance of a W-9 for a vendor arriving to the district incomplete, with no date listed.

**1099 Filing Compliance:** Based on our review of 25 vendors selected from the District's 1099 Vendor Report to determine that the 1099 filings were timely, complete, and accurate, we noted the following:

	Exception noted
1099 was filed timely (by 1/31/25)	0/25
Vendor was properly identified as an employee, contractor, or corporation	2/25
The expenditures per the District's records equals the expenditures per the 1099 filed	3/25
The W9 was requested and obtained timely by the District	2/25
The information from the W9 matches the information on the 1099	0/25
For contractors and corporations, confirmed that they were not included in the District's ERS and TRS reporting	3/25

Exceptions noted:

1. Our procedures identified:
  - a. Three instances of 1099 eligible vendors having a variance between the amount recorded on the 1099 and the vendor expense report maintained by the District. Per District response, these variances were due to the vendor providing both materials and services with the District only reporting the expenses related to services on the 1099.
  - b. Two instances of vendors being paid without a W-9 form on file, with the only W-9 documents available dated during calendar year 2025.

*Pursuant to Commissioner's Regulation §170.12(e)(4)(i), we do not consider the below findings to require a corrective action plan.*

- c. Two instances of vendors initially being provided a 1099, despite only providing goods and materials but no services. This was noted and corrected by the District to be zeroed out timely, with one initially incorrectly receiving a 1099-NEC and the other a 1099-MISC.
- d. Three instances of vendors appearing on the ERS/TRS reports for 2024. Per the District, one is a current employee who owns a separate business which the district contracts out, one is a former employee who recently retired in 2024 and is now a contracted service provider, and one is a sports coach that is separately contracted to function as a sports official. The sports official noted on their claim form they were not an employee with the District but were reimbursed from the District employee budget code; however, the District clarified they were a district employee performing non-employee related contracted services.



## **Recommendations:**

### W-9 Forms

Based on our testing, it does not appear that relevant W-9 forms are uniformly obtained in a timely and consistent manner. This form is important in ensuring that the District obtains and properly reports the vendor's information, such as tax identification number, name, address, etc. Additionally, the vendor certification of this information could be important during an IRS audit as support for information reported on the 1099 and in determining whether a 1099 is required.

Per our review, a W-9 is not required to set up all vendors in nVision as many of our selections were current employees or retired employees, and some vendors did not have an active W-9 on file during the period in which services were rendered.

We recommend the District review all of its current vendors to ensure that W-9 forms are on file and reconciled to vendor information in nVision.

### 1099 Preparation

Based on our testing, we noted the following issues that could be identified during an IRS audit:

- Payments to vendors who provide both goods and services should have the total amount paid to them during the calendar year reported on the 1099; the onus is on the vendor to separate revenues related to merchandise and goods sales against proceeds from services and contracted work for their tax preparation purposes.
- The vendor payment listing should provide an accurate listing of all payments made by the District AP department to vendors and should accurately reflect amounts reported to the IRS through 1099-NECs and 1099-MISCs.

We recommend that the District review the Vendor Payment Listing report versus the 1099 Vendor report to ensure all payments reported on the vendor payment listing are accurate to the amount reported on the 1099. The District should review its 1099 preparation protocols along with reviewing the IRS' policies and requirements for filing 1099 forms for vendors.

## Recommendations (Continued):

### Reimbursements and Claim Forms

Based on our testing, we noted the following observations related to overall District management:

- Non-employee vendors who need to submit a claim for expenses are sometimes approved and documented on District employee claim forms for payroll.
- Employees reimbursed through the athletics claim form do not always fill out their claim forms accurately, but the AP department appropriately reviews all claims and corrects any mistakes prior to payment approval.

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

We recommend the District consider:

- Ensuring any non-employee, non-athletic department contracted services are being paid through the District's vendor claim form. If an individual fills out the incorrect form, it would be considered best practice for District management to follow up and explain the importance of accurate documentation.
- Instructing employees who perform contracted services outside their employee contract to accurately fill out all claim forms.
- Revising all claim forms to note all required signatures for payment.

We would like to acknowledge the cooperation and the professional conduct of the business office personnel and thank all the District personnel for the courtesy received during the course of our latest internal audit testing. We are available to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Very truly yours,

BONADIO & CO., LLP

A handwritten signature in blue ink, appearing to read 'Timothy J. Doyle', with a stylized, elongated horizontal stroke extending to the right.

by:  
Timothy J. Doyle, CPA  
Partner

**Corrective Action Plan  
Canandaigua City School District  
Internal Audit 2024-25: 1099 Process**

**W-9 Forms**

**Recommendation:**

We recommend the District review all of its current vendors to ensure that W-9 forms are on file and reconciled to vendor information in nVision.

**Corrective Action:**

The District already requires a W-9 prior to setting up a vendor in nVision. Employees and retirees who receive reimbursements for expenses that would not qualify for a 1099 are not required by the District to submit a W-9. Parents and/or taxpayers that receive refunds of payments from the District also are not required by the District to submit a W-9. The District previously completed a campaign in 2023 to update older vendors in nVision. The business office will continue to require W-9s from vendors as needed before making payments.

**Individual Responsible:** Accounts Payable Clerk, District Treasurer

**Date Completed By:** The District continuously requires W-9s from vendors as needed prior to making payment. All vendors will be checked to ensure they have a W-9 on file prior to December 31, 2025.

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**1099 Preparation**

**Recommendation:**

We recommend that the District review the Vendor Payment Listing report versus the 1099 Vendor report to ensure all payments reported on the vendor payment listing are accurate to the amount reported on the 1099. The District should review its 1099 preparation protocols along with reviewing the IRS' policies and requirements for filing 1099 forms for vendors.

**Corrective Action:**

The District accurately reported all actual payments to vendors on 1099s. The District's practice has been to separate products and services provided by a vendor in a given year and only report to the IRS the payments related to services. Beginning in 2025, the District will no longer separate these costs and will report gross payments on the 1099 Forms.

**Individual Responsible:** Accounts Payable Clerk, District Treasurer

**Date Completed By:** Submittal of 2025 1099 Forms in January of 2026.

# Canandaigua City School District

## Overnight Field Trip Approval

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

To be complete 6-8 months in advance

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

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

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

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

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

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

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

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

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### Office Use Only

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

**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 and JV Football Team

**Summary of Trip:**

Stella Maris August 27 / 28th

**Name of Trip Coordinator:**

Jeff Welch

**Trip Coordinators Email:**

welchj@canandaiguaschools.org

**Trip Coordinators Phone Number:**

607-227-5566

**Destination of Field Trip:**

Livonia, Stella Maris

**Departure Date and Approximate Departure Time:**

August 27th 10am

**Return Date and Approximate Return Time:**

August 28th 3pm

**Number of Students Expected to Attend:**

60

**Number of Chaperones:**

8

**Mode of Transportation:**

Bus

**Accommodations:**

Stella Maris