

---

It is anticipated the Board of Education will call an executive session at 5:30 to discuss the employment history of fourteen particular persons and two collective negotiations pursuant to Article 14 of the Civil Service Law

Public Hearing on Updated District Safety Plan at 6:15 p.m.

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Board Meeting Minutes** **(BOARD ACTION)**
- IV. May 2025 Warrant Review (Mr. Polimeni and Dr. Schneider)** **(BOARD ACTION)**
- V. Board Student Representative- Macy Schneckenburger**
- VI. President's Comments**
- VII. Superintendent's Report**
- VIII. Ceiling Tile and Grid Project** **(BOARD ACTION)**
- IX. Strategic Plan Update**
- X. Consensus Agenda** **(BOARD ACTION)**

Business

- 1. Treasurer's Report
- 2. Budget Status Report
- 3. Revenue Status Report
- 4. Reserve Plan
- 5. Liquidation of Tax Certiorari Reserve
- 6. Funding Reserves
- 7. Foreign Exchange Student
- 8. Agreements
- 9. Textbook Adoption- Initial Approval
- 10. Surplus Equipment
- 11. CSE Chair
- 12. Donation
- 13. Middle School Volunteers
- 14. Student Teacher Placements- Fall Semester 2025
- 15. Fields Trip- Final Approvals
- 16. Field Trip- Initial Approval
- 17. Solo Festival
- 18. New Scholarship
- 19. Recommendations of the Committee on Special Education

Personnel

**End of Consensus Agenda**

- XI. Board Committee Reports**
  - Audit Committee- Mr. Milton Johnson- June 6, 2025
- XII. District Committee Reports**
  - Council for Instructional Excellence (CIE)- Mrs. Julianne Miller/ Mrs. Beth Thomas- May 14, 2025
  - Safety / Health / Security Committee- Mr. John Polimeni- May 15, 2025
- XIII. Closing Remarks**

It is anticipated the Board of Education will call an executive session at 5:30 to discuss the employment history of fourteen particular persons and two collective negotiations pursuant to Article 14 of the Civil Service Law

Public Hearing on Updated District Safety Plan at 6:15 p.m.

***I. Meeting Called to Order***

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

***III. Board Meeting Minutes***

***(BOARD ACTION)***

- May 1, 2025 Meeting Minutes
- May 12, 2025 Meeting Minutes
- May 21, 2025 Meeting Minutes

***IV. May 2025 Warrant Review (Mr. Polimeni and Dr. Schneider)***

***(BOARD ACTION)***

- A – 111 General 9011335 - 9011401 (ACH)
- A – 112 General 20810 - 20918 (Check Print)
- A – 113 General 20801 - 20809 (In House)
- A – 116 General 9011402 - 9011448 (ACH)
- A – 117 General 20919 - 21005 (Check Print)
- A – 118 General 21006 - 21007 (In House)
- C – 21 Cafeteria 3430 - 3444
- C – 22 Cafeteria 3445 - 3462
- F – 34 Federal 1000 - 1003 (Check Print)
- F – 35 Federal 9000542 - 9000544 (ACH)
- H – 12 Capital 734 (Check Print)
- H – 13 Capital 735 - 736 (Check Print)
- H – 14 Capital 9000237 (ACH)

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

***VI. President's Comments***

- Recognition
- Remarks
- Correspondence

***VII. Superintendent's Report***

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

***VIII. Ceiling Tile and Grid Project***

***(BOARD ACTION)***

Based on a bid and review of bids for the Ceiling Tile and Grid Project. Opening of bids was held on June 2, 2025:

Contractor: Foundation Building Materials, LLC

- Armstrong Ultima lay-in and tegular (acoustic) #1910A
  - Edge: square lay-in 15/16
  - Size: 24x24x3/4 Color: white
  - \$2.79/square ft
- Prelude XL 15/16 Exposed Tee System #7300
  - Suspension type: Main Beam
  - Size: 144 in Color: white
  - \$0.962/linear ft

- Prelude XL 15/16 Exposed Tee System #XL7328
  - Suspension type: Cross Tee
  - Size: 24 in Color: white
  - \$0.962/linear ft
- Prelude XL 15/16 Exposed Tee System #XL7348
  - Suspension type: Cross Tee
  - Size: 48 in Color: white
  - \$0.962/linear ft
- Prelude XL 15/16 Exposed Tee System #XL7800
  - Suspension type: Cross Tee
  - Size: 144 in Color: white
  - \$0.75/linear ft

The Assistant Superintendent for Business recommends that the Board of Education award the contract for Ceiling Tile and Grid Project as follows:

Contract: Foundation Building Materials, LLC

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

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

#### **IX. Strategic Plan Update**

The Board of Education will receive an update on the District's Strategic Plan goals. The presentation will highlight activities to date and will outline a series of next steps.

#### **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 April 1, 2025 – April 30, 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 – April 30, 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 – April 30, 2025. Additional information is included as an attachment and is filed.

#### **4. Reserve Plan**

Approval of the 2024-2025 Reserve Plan.

#### **5. Liquidation of Tax Certiorari Reserve**

In accordance with section 3651 of education law, the district has reviewed the balance in the Tax Certiorari Reserve, and the district identified \$592,842 which might reasonably be deemed necessary to meet anticipated judgments and claims arising out of such tax certiorari proceedings. Based on the recommendations of the Superintendent of schools the Board of Education authorizes the liquidation of the tax certiorari reserve fund by \$75,000 and return any balance to the general fund unassigned fund balance.

#### **6. Funding Reserves**

WHEREAS, in compliance with Education Law Section 3653, the Board desires to authorize the transfers pursuant to its Reserve Fund Plan;

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

Transfer of up to \$1,000,000 to the Retirement Contribution Reserve Fund created in accordance with General Municipal Law Section 6-r from unappropriated fund balance;

As a result of the changes to the Government Accounting Standards the district can no longer accrue the current portion of compensated absences as a liability in the General Fund. As a result, we recommend the liability be allocated to the Employee Benefit Accrued Liability Reserve Fund. Transfer of up to \$1,000,000 to the Employee Benefit Accrued Liability Reserve Fund created in accordance with General Municipal Law Section 6-p from unappropriated fund balance;

Transfer of up to \$4,000,000 to the 2023 Vehicle Purchase Capital Reserve Fund created in accordance with Education Law Section 3651 from unappropriated fund balance;

Transfer of up to \$300,000 to the Workers' Compensation Reserve Fund created in accordance with General Municipal Law Section 6-j from unappropriated fund balance;

Transfer up to \$200,000 to the Property Loss and Liability Reserve created in accordance with Education Law Section 1709; 8-c from unappropriated fund balance.

Based on the recommendation of the Superintendent and the calculation which limits the amount which can be held in the TRS reserve to be 10% of the prior year's covered TRS salaries, the board of education approve the transfer of \$6,000 from the TRS reserve into the ERS reserve.

#### **7. Foreign Exchange Student**

Mrs. Marissa Logue, Academy Principal, is requesting approval for the below Rotary exchange student for the 2025-2026 school year. Additional information is included in packet.

- Maria Clara Polese from Brazil

#### **8. Agreements**

An agreement with Harmony Creative Therapy for music therapy services per student(s) IEP from July 1, 2025-June 30, 2026.

An agreement with Hillside to provide educational programming to student(s) with IEPs for the 2025-26 school year.

An agreement with Labella Associates for services related to the 2025 Capital Outlay Project.

An agreement with U.S. Omni & TSACG Compliance Services, Inc. (OMNI/TSA) for the 2025-2026 school year.

An agreement with Applied Business Systems, Inc. for tax printing services for the 2025-2026 school year.

## 9. Textbook Adoption- Initial Approval

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

- *Modern Band Method – A Beginner's Guide for Group or Private Instruction* Authors: Scott Burstein, Mary Claxton, Dave Wish, Spencer Hale

## 10. Surplus Equipment

Approval to declare as surplus items and submit for a trade-in value of \$100 each the following Automated External Defibrillator (AED) devices:

S/N 4520242	S/N 4520275	S/N 4373878	S/N 6016917
S/N 4520262	S/N 4374059	S/N 4520250	S/N 4373860
S/N 4520310	S/N 4520285	S/N 4520311	S/N 4520277
S/N 4373933	S/N 4520247	S/N 4520241	S/N 4520286
S/N 4520321	S/N 4520276	S/N 4520254	S/N 4520252
S/N 4520261	S/N 4520245	S/N 4520258	S/N 4520248
S/N 4520317	S/N 4520322	S/N 4507116	S/N 4520256
S/N 4520287	S/N 4507085	S/N 4520246	S/N 4507047
S/N 4520259	S/N 4520283	S/N 4520251	

Approval to declare as surplus items up to 200 Lenovo 300e Chromebooks with chargers. They will be offered to students and staff for \$20 each.

## 11. CSE Chair

Approval for Carol McFetridge to be considered as a substitute CSE Chairperson at an hourly rate of \$50 from May 27 through June 30, 2025.

## 12. Donation

Approval to accept a donation from the Student Technology Services Club (STS) in the amount of \$8,097 to purchase three (3) new Bambulab H2D 3D printers. The current 3D printers at the Academy will be moved to the Technology Department at the Middle School.

## 13. Middle School Volunteers

Ms. Kris VanDuyne, Middle School Principal, is requesting approval for the following parent camp volunteers: Aaron Outlaw-Waite, Abigail Spicer, Ally Lane, Andrea Holmes, Arwyn Kogut, Darlene Alexander, Derek Moore, Emily Williams, Heidi Reybrouck, Jason Haag, Jennifer Allis, Jenny Feleosky, Jill Pettinger, Jing Qian, Johanna Frisbie, John Hennessy, Julie Woodhams, Kathy McKellar, Katrina Picariello, Krista Gleason, Lawrence Aikins, Lucinda VanCassele, Marisa Enzina, Melissa James, Michael Allis, Michael Ortiz, Michelle Reynolds, Nick Kogut, Nicole Becker-Tuccio, Rebecca Turner, Ryan O'Connell, Sarah Tuttle, Tana Morehouse, and Vicki Wood.

---

#### 14. Student Teacher Placements- Fall Semester 2025

Ms. Kris VanDuyne, Middle School Principal, recommends:

- Change from Renee DiLaura to Morgan Comstock, SUNY Geneseo with Jamie Anderson- September 2-October 17, 2025 (*from April 7, 2025*)

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

- Lauren DiMarzo, Hobart William Smith with Leslie Tomanovich, September 8-December 19, 2025

#### 15. Fields Trip- Final Approvals

Mrs. Marissa Logue is requesting final approval of the below trip:

- Bezos Scholar Program, Aspen, CO- June 24-30, 2025 (*initial April 7, 2025*)

Ms. Kris VanDuyne is requesting final approval of the below trip:

- Class of 2029, Albany, NY- June 5-6, 2025 (*initial January 13, 2025*)

#### 16. Field Trip- Initial Approval

Ms. Kris VanDuyne is requesting final approval of the below trip:

- Class of 2030 Trip, Washington, DC- May7-9, 2026 (*tentative*)

#### 17. Solo Festival

Mrs. Marissa Logue is requesting approval for Scott Kockler, Rick Kockler, and Jason Tortorici to be approved as solo festival accompanists.

#### 18. New Scholarship

Mrs. Caroline Chapman, Athletic Director, is requesting approval for a new scholarship: **Muehe Family Scholarship**. For the 2024-2025 school year, two students will receive \$4,475 each. FLACE hosts the trust and the amount given each year will be based on the income of the trust. This scholarship will replace the previously approved Bob Muehe Award. Student athletes who plan to attend a four-year college and earned a varsity letter and exhibited good citizenship, moral character, superior athletic ability and academy achievement. This award will be given directly to the college the student is attending.

#### 19. Recommendations of the Committee on Special Education

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



## **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>
Laura Ingold	Typist	Resignation in order to accept another position in the District	6/16/2025
Lacreesha Cook	Secretary	Resignation	7/14/2025
Lisa Haug	Food Service Helper	Resignation	5/15/2025
Linda Gerstner	Teacher Aide	Resignation in order to accept another position in the District	5/26/2025
Caleb Friel	Custodial Worker	Resignation	5/23/2025
Betsy Taylor	Teacher Aide	Resignation in order to accept another position in the District	5/6/2025
Emilie Jewell	Teacher Aide	Resignation	5/15/2025

#### B. Appointments

##### 1. 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>
Gina Wiktorski	Substitute Teacher Aide	6/9/2025	\$15.50/hr.
Laura Ingold	Secretary I	6/17/2025	\$17.00/hr.
Linda Gerstner	Claims Auditor	5/27/2025	\$22.00/hr.
Allie Beaudoin	Substitute Teacher Aide	6/9/2025	\$15.50/hr.
Betsy Taylor	Receptionist	5/6/2025	\$17.08/hr.
Malaki Greenberg	Student Helper - TR	6/23/2025	\$15.50/hr.
Gloria McAlpin	Student Helper - IT	7/7/2025	\$15.50/hr.
Maksimillian Scott	Student Helper - IT	7/7/2025	\$15.50/hr.
Shirley Chen	Student Helper - IT	7/7/2025	\$15.50/hr.
Luca Allis	Student Helper - IT	7/7/2025	\$15.50/hr.
Mirlande Occil	Summer Custodial Worker	7/1/2025	\$16.00/hr.
Chad Egan	Summer Custodial Worker	7/1/2025	\$16.00/hr.
Laura Jo Smith	Summer Custodial Worker	7/1/2025	\$16.00/hr.
Matthew Parks	Summer Custodial Worker	7/1/2025	\$16.00/hr.
Randy Cook	Summer Custodial Worker	7/1/2025	\$16.00/hr.
Bobbette Bailey	Summer Custodial Worker	7/1/2025	\$16.00/hr.
Alyssa Lloyd	Summer Custodial Worker	7/1/2025	\$16.00/hr.
Micah Bennett	Summer Custodial Worker	6/1/2025	\$16.00/hr.
Steven Lloyd III	Student Helper - CSMT	5/27/2025	\$16.00/hr.
Brock Years	Student Helper - CSMT	7/1/2025	\$16.00/hr.
Jonah Lawrence	Student Helper - CSMT	6/9/2025	\$16.00/hr.
Ethan MacDougall	Student Helper - CSMT	6/9/2025	\$16.00/hr.

##### 2. Summer Positions

The following staff has been recommended for the Summer position at the 2025-2026 rates in accordance with contract:

Cindy Johnston, Teacher Aide (Nurses Office)



### 3. Summer Transportation

Blauvelt, Keri  
Burbank, Kathleen  
Cakolli, Advije  
Catanese, Ralph  
Chambers, Judy  
Chrisman, Eric  
Chrysler, Charity  
Conklin, Wayne  
Lambeth, Aaron  
Lapresi, Linda  
Lyon, Heather  
Manaco, Tiffany  
Mannix, Stacy  
Martin, Hallie  
Mayo, Debbie  
Williams, Joan

DeRycke, Todd  
Dietschler, Robin  
Dillon, Donna  
Egan, Chad  
Fantauzzi, Marco  
Gantz, Fred  
Garling, Jim  
Gollaher, Rick  
Mcintosh, Kelly  
Meade, Taylor  
Montaque, Charlie  
Morrill, Don  
Murnan, Ben  
Sager, Jeremy  
Searles, Tim  
Young, Keith

Haug, Lisa  
Hecker, Jim  
Hedger, Nathan  
Hedworth, Jen  
Henning, Jim  
Hixson, Diane  
Kuczma, Jim  
Laberge, Brian  
Slack-Johnson, Jill  
Smith, Donovan  
Smith, Denise  
Swanger, Lynn  
Tuttle, David  
VanBortel, Debbie  
Whitt, David

### 4. Summer Food Service Program

The following staff are recommended to work in food service for summer programs at the 2025-2026 rate:

Soon Jo  
Rochelle Deleo  
Alyssa Brickey  
Michael Blair  
Kristina LaTourette

Jessica Pulver  
Toby Evans  
Brenda Hoff  
Marykay Spanagel  
Donnette Boucher

Christine Shay  
Daria Miller  
Carolyn Blair  
Mirlande Occil

### C. Individual Contracts

For the Superintendent to have approval from the Board of Education to allow the Superintendent and the Board President to finalize the following individual contracts, copies of which will be in the Supplemental Minutes file:

Christopher Bliss, Head Mechanic  
Seth Clearman, Transportation Supervisor  
Geoffrey Fasy, School Lunch Manager  
Jennifer Hess, Head Bus Driver/Trainer  
Angela Hurlbutt, Part-time Audio-Visual Assistant  
Kelli McMillin, Computer Services Assistant  
Raymond Pruitt, Information Technology Support Tech

### 2. Instructional Personnel

#### A. Resignation

- 1) Chelsea Northrop, Math Teacher at the Academy, has submitted her resignation from the District effective June 30, 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) Emily Staychock received her Bachelor’s degree in Psychology from SUNY Geneseo. She earned her first Master’s degree in Forest Sciences from Colorado State University and her second Master’s degree in Teaching from SUNY Empire State College. Ms. Staychock will be appointed to a 1.0 FTE 3-year probationary Science Teacher with a tenure area of Science effective September 1, 2025.
- 2) Hannah Proper received her Bachelor’s degree in Childhood Education and Sociology, and her Master’s degree in Childhood Education both from Nazareth University. She has been an Interim Substitute Teacher for the District since May. Ms. Proper will be appointed to a 1.0 FTE 4-year probationary Special Education Teacher with a tenure area of Special Education effective September 1, 2025
- 3) Margaret Davison received her Bachelor’s degree in Childhood Education from Nazareth University. She has been an Interim Substitute Teacher for the District since March. Ms. Davison will be appointed to a 1.0 FTE 4-year probationary Elementary Education Teacher with a tenure area of Elementary effective September 1, 2025.
- 4) Allison Donovan received her Bachelor’s and Master’s degrees in Childhood Education from SUNY New Paltz. She has been working for the District as a Long-term Substitute Kindergarten Teacher for the 2024-2025 school year. Ms. Donovan will be appointed to 1.0 FTE 3-year probationary Elementary Education Teacher with a tenure area of Elementary effective July 1, 2025.

<u>Name</u>	<u>Certification</u>	<u>Appt. Effective</u>	<u>Step/Rate</u>
Emily Staychock	Biology 5-9; Biology 7-12	9/1/2025	Step 8
Hannah Proper	Students w/ Disabilities B–2; Students w/ Disabilities 1-6; Early Childhood Ed B-2; Childhood Ed 1-6	9/1/2025	Step 1
Margaret Davison	Students w/ Disabilities B–2; Early Childhood Ed B-2	9/1/2025	Step 1
Allison Donovan	Childhood Education Grades 1-6; Early Childhood Education Birth – Grade 2	7/1/2025	Step 2



5) Tenure Appointments

The following staff members are 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:

<b><u>Name</u></b>	<b><u>Tenure Area</u></b>	<b><u>Effective</u></b>
Brian Crawford	Special Education	9/1/2025
Shannon Deane	Special Education	9/1/2025
Casey Gross	Elementary	9/1/2025
Kaylee Kelley	Elementary	9/1/2025
Shelby Koehler	Science	9/1/2025
Krista Smith	English to Speakers of Other Languages	9/1/2025
Meghan Teeter	Elementary	9/1/2025
Morgan Amberg	Special Education	9/1/2025
Colton Ceravolo	Physical Education	9/1/2025
Eric Mann	Special Education	9/1/2025
Haley Moore	Music	9/1/2025
Angela Osso-Carbonaro	School Social Worker	9/1/2025
Michele Reynolds	Assistant Principal	9/1/2025
Mitchel Segbers	Physical Education	9/1/2025
Elena Tontoni	Visual Arts	9/1/2025
Brittany Turner	Mathematics	9/1/2025
Amy VanDyke	Reading	9/1/2025

6) Interim Substitute

The following individual has been recommended for Interim Substitute positions as indicated at an agreed upon rate for the duration of the assignment:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Building</u></b>	<b><u>Effective</u></b>
Caleb Muscato	Special Education Teacher	Middle School	5/19/2025 – 6/26/2025

7) Co-Curricular Stipend Position

Sean Perry, Solo Fest Accompanist

8) 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.

Allie Beaudoin  
Emma Helling

9) Contract Substitute Teacher

The following individuals are recommended to a Contract Substitute Teacher position for the 2024-2025 school year at the approved rate:

Pilar Cespedes – Primary School; Effective 5/27/2025  
Charlie Shields – Primary School; Effective 5/27/2025  
Jenna Tenney – Primary School; Effective 6/9/2025



10) 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.

Kari Nieman – Preferred

11) Special Programs Extended School Year

The following professional staff and service providers are recommended for the ESY Special Programs Summer Program at a rate in accordance with contract:

Julie Lawrence, K-5 ESY Coordinator

Megan Myers, 6-12 ESY Coordinator

12) Summer School

The following staff is recommended for Summer School positions at a rate in accordance with contract:

Kelly Godfrey – Summer School Coordinator, Middle School

***End of Consensus Agenda***

***XI. Board Committee Reports***

- Audit Committee- Mr. Milton Johnson- June 6, 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- May 14, 2025**
- **Safety / Health / Security Committee- Mr. John Polimeni- May 15, 2025**

***XIII. Upcoming Events***

- June 10- 8<sup>th</sup> Grade Band and Chorus Concert
- June 11- 6<sup>th</sup> Grade Band and Chorus Concert
- June 12- Transitional Kindergarten and Kindergarten Parent Night
- June 12- 4<sup>th</sup> Grade Band, Orchestra & Chorus Concert
- June 13- Flag Day at Primary School
- June 17- 7<sup>th</sup> Grade Band and Chorus Concert
- June 19- Juneteenth- No school
- June 22- Class of 2025 Commencement

***XIV. Closing Remarks***

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

The Special meeting of the Canandaigua City School District Board of Education was held on Thursday, May 1, 2025 at 4:30 p.m. at the District Office, President Grimm presiding.

**BOARD MEMBERS PRESENT:** Jeanie Grimm, Milton Johnson, Julianne Miller, John Polimeni, Beth Thomas

**BOARD MEMBERS ABSENT:** Amy Calabrese, Megan Personale, Jen Schneider, Jenny Tessendorf

**LEADERSHIP TEAM PRESENT:** Jamie Farr

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

**BOARD DISTRICT CLERK:** Deborah Sundlov

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

Mrs. Grimm led the Board in the Pledge of Allegiance.

**Consensus Agenda**

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

**APPROVED: CONSENSUS**

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

**Personnel**

1. Instructional Personnel

A. Resignation

- 1) of Dennis DesRosiers, Assistant Director of Special Programs, who resigned from the District effective June 30, 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 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) of Heidi Robb who has a Master's in Education as well as a CAS in Education Administration. She has been working in public education for 23 years of which 7 have been as an Administrator. Ms. Robb is appointed to the 1.0 FTE, 4-year probationary, K-12 Director of MTSS and Intervention, with a tenure area of Director of MTSS and Intervention effective July 1, 2025.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Heidi Robb	School Building Leader; School District Leader; Mathematics 7-9 Ext.; Pre-Kindergarten, Kindergarten And Grades 1-6	7/1/2025	Per Contract	3 years

***End of Consensus Agenda***



Canandaigua City  
School District

Minutes -May 1, 2025- .

---

***Adjournment***

Upon a motion made by Mrs. Thomas, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 4:31 p.m. The next Regular meeting will be on May 12, 2025 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, May 12, 2025 at 5:20 p.m. at the Operations Center, President Grimm presiding.

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

**BOARD MEMBERS ABSENT:** Jenny Tessendorf

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

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** On file

### ***Executive Session***

Upon a motion made by Mrs. Personale, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved calling an Executive Session at 5:00 p.m. to discuss sixteen particular people and three collective negotiations.

### ***Return to Open Session***

Upon a motion made by Mr. Johnson, seconded by Mrs. Personale, with all present voting yes, the Board of Education returned to Open Session at 6:00 p.m.

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

### ***Meeting Called to Order and Pledge of Allegiance to the Flag***

Mrs. Grimm called the meeting to order at 6:33 p.m. with all standing for the Pledge of Allegiance.

### ***Public Comments***

No public comments.

### ***Board Meeting Minutes***

Upon a motion made by Mrs. Thomas, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved the April 23, 2025 Regular Board Meeting minutes.

#### **APPROVED: MINUTES**

### ***April 2025 Warrant Review***

Upon a motion made by Mrs. Personale, seconded by Mr. Polimeni, with all present voting yes, the Board of Education approved the April Warrants.

#### **APPROVED: WARRANTS**

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)

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

Macy Schneckenburger reported out on the recent National Honor Society and Tri-M inductions. The Mental Health Awareness Walk will be held on June 17 at Jack's Track. Student Government provided teachers with pizza for Teacher Appreciation Week.

Mrs. Grimm said a few words on how wonderful our student representative has fulfilled her job this year and presented her with a small gift.

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

Superintendent Farr noted there was guidance issued earlier in the day, that is part of the New York state budget providing information on the proposed bell-to-bell cell phone ban.

### ***Presentation- Comprehensive Counseling Plan***

Mrs. Leanne Ducharme, Curriculum Area Lead Teacher for Counseling K-12, provided the Board of Education an annual update about the content and activities associated with our Comprehensive Counseling Plan.

### **Consensus Agenda**

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

#### **APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDAS**

#### **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**

Amendment of 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

approval of the fourth-grade request for 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, 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

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

## 9. One-Time Student Award

the request of Mrs. Marissa Logue 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

the request of Mrs. Emily Bonadonna, Primary School Principal, for 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

the request of Mrs. Logue 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

the request of Mrs. Caroline Chapman, Athletic Director, for initial approval of the following trip:

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

## 14. Donation

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

## 15. New Club

the request of Mr. Brian Amesbury, Elementary School Principal, 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**

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

#### **17. Attend Canandaigua Schools**

for Ms. Caralee Goodwine, Academy Custodial, 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**

the request of Mrs. Marissa Logue, Academy Principal:

- 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

the request of Ms. Kris VanDuyne, Middle School Principal:

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

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

the request of Mrs. Emily Bonadonna, Primary School Principal:

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

## 21. Budget Transfer

the below budget transfers is 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. Visual & Performing Arts Inductees

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

## 23. 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

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
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. Resignation

- 1) of Christine Paige who will resign from her position of Assistant Director of Special Programs in order to accept another position in the District effective date to be determined.

##### B. Leave of Absence

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



**C. Appointments**

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

- 1) of Santiago Buigues who 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 is 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) of Dugan Doeblin who 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 is appointed to a 1.0 FTE 4-year probationary Mathematics Teacher with a tenure area of Mathematics effective September 1, 2025.
- 3) of Amanda Guererri who 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 is appointed to a 1.0 FTE 3-year probationary Mathematics Teacher with a tenure area of Mathematics effective September 1, 2025.
- 4) of Corinne Snell who worked for the District as a Teacher Aide in the 2022-2023 school year. She obtained her Teaching Assistant certification in 2023. Ms. Snell is appointed to a 1.0 FTE 4-year probationary Teaching Assistant with a tenure area of Teaching Assistant effective May 19, 2025.
- 5) of Christine Paige who is appointed to a 1.0 FTE, 10-month, 3-year probationary Coordinator of Tutoring Services with a tenure area of Coordinator of Tutoring Services effective date to be determined.

<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>
Santiago Buigues	Spanish 7-12; Spanish 5-9	9/1/2025	Step 20	4 years
Dugan Doeblin	Mathematics 7-12; Mathematics 5-6 Ext.; Students w/ Disabilities 7-12	9/1/2025	Step 1	4 years
Amanda Guererri	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
Christine Paige	School District Leader; Special Education; Pre-Kindergarten, Kindergarten and Grades 1-6	Per Contract	Christine Paige	

6) Interim Substitute

the following individuals 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

7) 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>
Alexandra Benza	Hannah Proper, Amanda Swartele	5/8/2025
Rachel Ludwig	Brenda Boylan	5/8/2025

8) Certified Substitute Teacher

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

Jennifer Manning - Preferred

9) 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:

Mya Walford  
Alexis Price

D. 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>
Christine Paige	Coordinator of Tutoring Services	9/20/2029	13

***End of Consensus Agenda***

***Board Committee Reports***

Audit Committee

Mr. Milton Johnson reported out on behalf of the Audit Committee which met on May 9, 2025. The Committee had the quarterly claims auditor report and the Committee wished Jill Ehrlinger well in her next adventure. They met with Tom Zuber, Mengel, Metzger, Barr & Co. LLP for a pre-audit discussion, Mr. Fitch provided an update on 5-year Reserve Plan

***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
  - 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

### ***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 7:02 p.m. The next Regular meeting will be on June 9, 2025 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk

The meeting of the Canandaigua City School District Board of Education was held on Wednesday, May 21, 2025 at 6:00 p.m. at the District Office, President Grimm presiding.

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

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

**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 led the Board in the Pledge of Allegiance.

***Acceptance of Vote***

Upon a motion made by Dr. Schneider, seconded by Mrs. Personale, with all present voting yes, the Board of Education accepted the results of the 2025-2026 vote.

**APPROVED: VOTE**

**Budget**

1031- Yes

365- No

**Proposition 2- Transportation Purchase- Gas and Diesel**

1043- Yes

351- No

**Proposition 3- Transportation Purchase- Zero Emissions**

833- Yes

567- No

**Proposition 4- Capital Reserve**

1071- Yes

325- No

**Board of Education Candidates- One Open Seat**

1155- Julianne Miller

Julianne Miller re-elected to a five-year term

**Proposition 5- Wood Library**

1013- Yes

398- No

***Adjournment***

Upon a motion made Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:01 p.m. The next Regular meeting will be on June 9, 2025 at 6:30 p.m.



Canandaigua City  
School District

*Minutes -May 21, 2025-*

---

Respectfully submitted,

Deborah Sundlov  
District Clerk



Treasurer's Report  
Cafeteria  
April 1 - April 30, 2025

<b>Balance Forward:</b>	<b>April 1, 2025</b>		1,347,767.56
<b>Receipts</b>			
	Meal Claims	245,220.00	
	Cafeteria Deposits - Sent by School Café	5,295.54	
	Cafeteria Deposits - Sent by D.O.		
	Account Deposits - Online	14,369.29	
	Refunds		
	Commissions		
	Local Foods Grant		
	Rebates	378.25	
	Federal ARP Equipment Grant		
	Donation		
	Invoices	1,099.63	
	Interest	1,277.24	
			<hr/>
			267,639.95
		<b>Total Receipts</b>	
<b>Disbursements</b>			
	Warrant	(109,751.10)	
	Sales Tax		
	Payroll 4/15/25	(34,649.90)	
	Payroll 4/30/25	(31,449.18)	
			<hr/>
		<b>Total Disbursements</b>	(175,850.18)
<b>Balance on Hand:</b>			
	<b>April 30, 2025</b>		<hr/>
			<b>\$ 1,439,557.33</b>

**Bank Reconciliation**

Bank Statement			
	CNB 5115	0.03%	978,464.00
	CNB Paypal	0.00%	49,885.54
	NYCLASS 0010		367,126.90
Deposit in transit (from General)			
Deposit in transit (from General)			99,181.00
Deposit in transit (MS café)			120.25
Outstanding Checks			(55,220.36)
			<hr/>
		<b>Reconciled Balance</b>	<b>\$ 1,439,557.33</b>

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 5/15/2025

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

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

Treasurer's Report  
Capital Savings  
April 1 - April 30, 2025

**Balance Forward:**                      **April 1, 2025**                                              871,489.61

**Receipts**

Receipts		
Xfer from General Fund Capital Reserve		
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	2,819.43	
	<hr/>	
Total Receipts		2,819.43

**Disbursements**

Xfer to Gen to pay back loan		
Xfer to Capital Checking for Capital Project	(166,837.77)	
Xfer to Gen (pre-ref expenditures)		
Xfer to DS		
	<hr/>	
Total Disbursements		(166,837.77)

**Balance on Hand:**                      **April 30, 2025**                                              \$    707,471.27

**Bank Reconciliation**

Bank Statement	CNB 2223	0.03%	
Bank Statement	NYCLASS		775,376.97
Xfer in transit (to Cap Now for Revitalization project)			(67,905.70)
			<hr/>
			<u><u>\$    707,471.27</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:**    5/19/2025

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

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

Treasurer's Report  
Capital Now  
April 1 - April 30, 2025

Balance Forward:	April 1, 2025	25,974.34
Receipts		

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

166,837.77

59.91

Total Receipts	166,897.68
----------------	------------

## Disbursements

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

(178,798.57)

Total Disbursements	(178,798.57)
---------------------	--------------

**Balance on Hand: April 30, 2025**

**\$ 14,073.45**

## Bank Reconciliation

Bank Statement	CNB 5645
	Chase 1109
Deposit in transit (from Cap Savings)	
Outstanding Checks	

11.55

26,022.70

67,905.70

(79,866.50)

### Reconciled Balance

**\$ 14,073.45**

**Respectfully Submitted,**

Allen Spencer

**Cullen Spencer, Treasurer**

**Date Completed:** 5/19/2025

Reviewed by:

**Date Reviewed:**

Treasurer's Report  
Debt Service  
April 1 - April 30, 2025

<b>Balance Forward:</b>	<b>April 1, 2025</b>	1,306,542.53
<b>Receipts</b>		

Xfer from Capital		
BAN Premium		
DASNY Excess Interest Earnings	19,318.04	
Interest Earnings	4,269.74	
<b>Total Receipts</b>		<b>23,587.78</b>

**Disbursements**

Xfer to General

<b>Total Disbursements</b>	<hr/>	-
----------------------------	-------	---

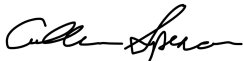
<b>Balance on Hand:</b>	<b>April 30, 2025</b>	<b><u>\$ 1,330,130.31</u></b>
-------------------------	-----------------------	-------------------------------

**Bank Reconciliation**

Bank Statement	CNB 7123	102,610.67
Bank Statement	CD 7700	606,367.64
Bank Statement	CD 7909	621,152.00
Deposit in transit (refund of CNB wire fee)		

<b>Reconciled Balance</b>	<b><u>\$ 1,330,130.31</u></b>
---------------------------	-------------------------------

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:** 5/19/2025

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

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

Treasurer's Report  
Federal  
April 1 - April 30, 2025

**Balance Forward:**                      **April 1, 2025**                                              1,057,254.49

**Receipts**

IDEA 611	218,630.00	
IDEA 619		
Summer 4408 (ESY)		
Title IA	151,002.00	
Title III ENL		
Title IIIA		
Title IV		
Title IIA		
UPK		
UPK - ARPA		
Xfer from General (Interfund loan payoff)		
Loan from Gen (1.30.25 FS-25's)		
<b>Total Receipts</b>		<b>369,632.00</b>

**Disbursements**

Warrant - Checks	(22,127.49)	
Warrant - ACH	(19,900.00)	
Due to General		
PR Adjustments		
XFER to Gen for interfund loan paydown		
PR 4/15	(70,488.73)	
PR 4/30	(68,394.93)	
<b>Total Disbursements</b>		<b>(180,911.15)</b>

**Balance on Hand:**                      **April 30, 2025**                                              **\$ 1,245,975.34**

**Bank Reconciliation**

Bank Statement      Chase 1117	1,252,002.05	
Outstanding Checks	(6,026.71)	
<b>Reconciled Balance</b>		<b><u>\$ 1,245,975.34</u></b>

Respectfully Submitted,

  
Cullen Spencer, Treasurer

Date Completed:      5/19/2025

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

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

Treasurer's Report  
General Muni  
April 1 - April 30, 2025

Balance Forward: April 1, 2025 60,165,216.11

Receipts

STAR	
Gen Aid	
VLT	
Excess Cost Aid	
Nonresident Homeless Aid	
Commercial Gaming grant	
Instructional Materials Aid	
Summer Sch 4408	
Incarcerated Youth Aid	
MCD	505.24
Ch. 47/66/721	
IB Exam Waivers	
Misc	
Xfer from Gen Paypal	
Xfer from Leadership for PSAT Proctors	
Xfer from Gen Now/Tax Coll	
Xfer from Federal	
E-rate	
Chromebook sales	
Interest	
	264,365.11
Total Receipts	264,870.35

Disbursements

Xfer to General Now	(7,200,000.00)
Xfer to VEBA	
Xfer to Deductions for Retiree 403B payout	
Xfer to Cafeteria	
Xfer to Capital for Bus purchase	
Total Disbursements	(7,200,000.00)

Balance on Hand: April 30, 2025 \$ 53,230,086.46

Bank Reconciliation

Bank Statement	CNB 4323	1,608,710.45
	NYCLASS 01-1165-0006	2,506,817.09
	NYCLASS 01-1165-0012	357.97
	Community Bank CDARS 4484	7,000,000.00
	MCB Liquid Money Market 9081	7,339,442.91
	CNB CD 5697	6,000,000.00
	CNB CD 5947	7,638,786.08
	CNB CD 9345	6,476,597.45
	CNB CD 3434	3,000,000.00
	CNB CD 3418	6,644,625.00
	CNB CD 6453	5,113,930.51
	CNB CD 0972	-
	CNB CD 6843	-
In-transit (Xfer to Gen Now)		
In-transit (Xfer to cafe)		(99,181.00)
In-transit (Xfer to Fed)		

Reconciled Balance \$ 53,230,086.46

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 5/19/2025

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

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

Treasurer's Report  
General Now  
April 1 - April 30, 2025

**Balance Forward:**                      **April 1, 2025**                                              5,028,070.47  
**Receipts**

Tax Collections		
County Prior Year Taxes		
County Tax Penalty		
Invoices	41,231.26	
City Prior Year Taxes	123,809.12	
City Tax Penalty	9,934.54	
PILOT	15,464.76	
BOCES		
Refunds	1,230.40	
Student Fees	30.00	
Donations	2,465.00	
Misc	18,404.64	
Rebates		
Scrap	180.00	
Revtrak Chromebook/iPad sales		
Xfer from Gen Muni	7,200,000.00	
Payroll Xfers from Café	66,099.08	
Payroll Xfers from Federal	138,883.66	
Xfer from Leadership for PSAT Proctors		
Xfer from Fed for interfund loan paydown		
Xfer from Capital for pre-ref expenditures		
Retiree Health ACH	56,050.41	
ERS Accepted Adj		
Earnings from Treasury Bill Maturity		
Interest/Earnings	2,394.39	
Total Receipts		7,676,177.26

**Disbursements**

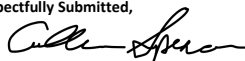
A/P Warrants	(1,670,879.18)	
Payroll Deductions Warrants	(4,114,137.17)	
Add back non-cash deduction payments:		
Employee Health Deductions	125,136.49	
Employee Dental Deductions	12,502.47	
Employee fines (Deduction code DISTR)	-	
Sales Tax		
Xfer to Leadership		
Health Insurance Wire	(1,097,445.29)	
ERS Annual Invoice		
Xfer to Fed for interfund loan payoff		
ERS Accepted Adj	(4.82)	
Omni TSA Non-elective Contributions (ER)	(502.00)	
VEBA Cash Balance xfer to BRI		
BAN Principal		
BAN Interest		
H S A Fundings	(4,395.00)	
Xfer to Gen Muni		
Bond Interest		
Bond Principal		
Check Print Postage	(49.02)	
Total Disbursements		(6,749,773.52)

**Balance on Hand:**                                              **April 30, 2025**                                              **\$ 5,954,474.21**

**Bank Reconciliation**

Bank Statement	
CNB 9172	2,710,730.85
Tax Collection 6026	
Chase Lockbox 6841	1,729,431.31
CNB 3427	61,170.41
Chase Treasuries 5961	2,498,887.72
Outstanding Checks	(964,335.90)
Deposit in transit (Stop pmt fee reversal)	111.00
Charge in-transit (Payroll ERS)	
Charge in-transit (OMNI)	(78,201.18)
Charge in-transit (HSA Employer)	
Deposit in transit (RevTrak Chromebook sales)	
Charge in-transit (to Extracurricular)	(3,320.00)
Reconciled Balance	<u>\$ 5,954,474.21</u>

Respectfully Submitted,



Cullen Spencer, Treasurer

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

Date Completed: 5/21/2025

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

Treasurer's Report  
Leadership  
April 1 - April 30, 2025

**Balance Forward:**                      **April 1, 2025**                                              \$     135,951.53  
**Receipts**

Vanco RevTrak Revenue		
Xfer from Extracurricular		
Interest	214.49	
Xfer from General Now		
Xfer from Deductions		
Cash Receipt Query Attached	1,467.20	
Misc deposit		
<b>Total Receipts</b>		<u>1,681.69</u>

**Disbursements**

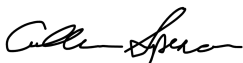
Warrant	(877.50)	
NSF Check		
FNBO Credit Card		
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Trust Memorial	(1,000.00)	
<b>Total Disbursements</b>		<u>(1,877.50)</u>

**Balance on Hand:**                      **April 30, 2025**                                              \$     135,755.72

**Bank Reconciliation**

Bank Statement	CNB 4762	74,355.17
Bank Statement	NYCLASS 0009	62,214.63
Less Outstanding Checks		(524.07)
Deposit in-transit (Revtrak)		
Deposit in-transit (NSF re-deposit)		
Xfer in-transit (to XC)		(290.01)
Xfer in-transit (to Gen)		
<b>Reconciled Balance</b>		<u><u>\$     135,755.72</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:**     5/19/2025

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



Treasurer's Report  
Trust Memorial  
April 1 - April 30, 2025

<b>Balance Forward:</b>	<b>April 1, 2025</b>	395,609.66
<b>Receipts</b>		

Dividends		
Donations/Contributions		
Investment Results		
Stale-Dated Check write-offs		
Xfer from Leadership	1,000.00	
Interest	0.34	
	<hr/>	
Total Receipts		1,000.34

**Disbursements**

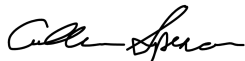
Warrant		
Void Warrant		
Xfer to Extracurricular		
Investment Results		
Due to Extra Curricular		
	<hr/>	
Total Disbursements		-

<b>Balance on Hand:</b>	<b>April 30, 2025</b>	<u><u>\$ 396,610.00</u></u>
-------------------------	-----------------------	-----------------------------

**Bank Reconciliation**

Bank Statement	CNB Invest	381,867.57
Bank Statement	CNB 6516	14,742.43
Less Outstanding Checks		
Deposit in transit (Stop payment fee refund)		
	<b>Reconciled Balance</b>	<u><u>\$ 396,610.00</u></u>

**Respectfully Submitted,**



**Cullen Spencer, Treasurer**

**Date Completed:** 5/20/2025

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

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

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 4/30/2025



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	22,650.00	-2,625.00	20,025.00	4,884.00	0.00	15,141.00
120	Instructional Salary	*	7,997,223.00	-30,057.00	7,967,166.00	5,433,871.30	2,375,860.51	157,434.19
121	Instructional Salary	*	375,177.00	0.00	375,177.00	251,398.99	91,576.77	32,201.24
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	6,590,655.34	2,637,263.17	67,436.29
140	Instructional Salary Substitutes	*	823,750.00	580.00	824,330.00	528,127.43	0.00	296,202.57
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	233,790.70	12,314,458.70	9,105,346.06	2,947,776.80	261,335.84
151	Instructional Salary	*	9,550.00	550.00	10,100.00	4,886.00	0.00	5,214.00
160	Non-Instructional Salary	*	10,823,668.00	-493.50	10,823,174.50	8,178,924.63	800,518.54	1,843,731.33
200	Equipment	*	574,896.00	-39,624.09	535,271.91	377,962.60	34,908.02	122,401.29
220	Computer Hardware	*	130,600.00	-6,920.00	123,680.00	8,309.95	110,814.23	4,555.82
400	Contractual	*	3,633,615.00	513,308.68	4,146,923.68	2,801,899.90	965,936.05	379,087.73
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,921,662.00	144,885.58	2,066,547.58	1,453,896.36	411,141.62	201,509.60
460	Computer Software	*	122,905.00	17,725.00	140,630.00	81,974.56	31,501.40	27,154.04
470	Tuition	*	1,621,257.00	14,368.30	1,635,625.30	1,154,505.81	368,951.97	112,167.52
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	135,684.21	14,999.11	47,303.68
490	BOCES	*	10,127,758.00	-165,646.19	9,962,111.81	7,344,378.52	2,000,863.48	616,869.81
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	-242,936.37	23,050,163.63	17,380,557.52	3,654,637.59	2,014,968.52
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	13,877,821.91	105,025,327.91	76,167,828.29	21,940,870.12	6,916,629.50
160	Non-Instructional Salary	*	675,100.00	0.00	675,100.00	485,017.76	13,261.40	176,820.84
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	721,893.97	254,015.27	140,890.76
450	Supplies	*	121,900.00	15,400.00	137,300.00	79,766.10	48,042.97	9,490.93
800	Employee Benefits	*	284,000.00	0.00	284,000.00	217,879.11	2,718.65	63,402.24
Fund CTotals:			2,373,000.00	0.00	2,373,000.00	1,580,457.73	327,877.18	464,665.09

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 4/30/2025



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150		*	2,760.00	0.00	2,760.00	0.00	0.00	2,760.00
460		*	200.00	0.00	200.00	0.00	0.00	200.00
	Fund F3ETotals:		2,960.00	0.00	2,960.00	0.00	0.00	2,960.00
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	296,301.12	94,860.88	4,997.00
400	Contractual	*	11,082.59	-1,655.26	9,427.33	1,157.75	3,830.25	4,439.33
450	Supplies	*	9,098.00	4,790.26	13,888.26	10,072.17	1,000.00	2,816.09
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	420,952.04	99,691.13	63,010.42
150	Instructional Salary	*	606,768.00	0.00	606,768.00	404,510.72	202,257.28	0.00
160	Non-Instructional Salary	*	134,293.00	0.00	134,293.00	101,810.68	0.00	32,482.32
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	745,664.21	202,257.28	96,799.51
150	Instructional Salary	*	1,319.00	0.00	1,319.00	877.12	441.88	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	32,252.12	441.88	0.00
150	Instructional Salary	*	91,939.00	0.00	91,939.00	65,015.36	26,923.34	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	66,576.36	26,923.34	4,608.32
400	Contractual	*	37,276.76	5,700.00	42,976.76	19,425.00	15,500.00	8,051.76
450	Supplies	*	744.29	0.00	744.29	459.80	62.30	222.19

# Canandaigua City School District

## Appropriation Status Summary Report By Object From 7/1/2024 To 4/30/2025



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	19,884.80	15,562.30	9,185.95
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	184,168.32	75,433.68	8,210.00
160	Non-Instructional Salary	*	89,703.00	0.00	89,703.00	46,723.94	0.00	42,979.06
400	Contractual	*	429,000.00	0.00	429,000.00	302,500.00	126,500.00	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	533,392.26	201,933.68	53,796.06
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	42,699.65	53,050.35	0.00
	Fund H25Totals:		100,000.00	0.00	100,000.00	46,783.95	53,216.05	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	65,102.50	1,907,897.50	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	146,735.27	3,799,464.73	0.00
246		*	0.00	165,675.00	165,675.00	0.00	165,675.00	0.00
999		*	70,230,000.00	-6,409,245.90	63,820,754.10	0.00	0.00	63,820,754.10
	Fund HRVTotals:		70,230,000.00	0.00	70,230,000.00	307,271.43	6,101,974.47	63,820,754.10
200		*	170,697.81	0.00	170,697.81	0.00	0.00	170,697.81

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2024 To 4/30/2025



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
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:		168,109,628.66	15,758,547.75	183,868,176.41	83,401,786.30	29,650,423.39	70,815,966.72

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 4/30/2025



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	474,066.71	201,128.29
<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	162,470.89	28,998.11
<a href="#">A 1335</a>	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	-881.03	5,881.03
<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	1,750,435.94	-1,500,435.94
<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	21,373.88	-16,373.88
<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	5,743.68	-5,743.68
<a href="#">A 2701</a>	Refund of Prior Year Expenses	150,000.00	0.00	150,000.00	580,959.84	-430,959.84
<a href="#">A 2705</a>	Gifts and Donations	0.00	11,711.00	11,711.00	11,711.00	0.00
<a href="#">A 2770</a>	Other Unclassified Revenues	60,000.00	0.00	60,000.00	178,748.49	-118,748.49
<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	15,657,140.84	16,923,374.16
<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	144,744.77	-24,744.77
<b>A Totals:</b>		<b>89,446,179.00</b>	<b>11,711.00</b>	<b>89,457,890.00</b>	<b>79,338,838.64</b>	<b>10,119,051.36</b>
<a href="#">C 1245</a>	Other Breakfast Sales	11,000.00	0.00	11,000.00	16,632.06	-5,632.06
<a href="#">C 1445</a>	Other Lunch Sales	225,500.00	0.00	225,500.00	147,397.79	78,102.21
<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	13,943.04	11,056.96
<a href="#">C 2402</a>	Over/Short	0.00	0.00	0.00	83.83	-83.83

# Canandaigua City School District

## Revenue Status Report By Function From 7/1/2024 To 4/30/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">C 2770</a>	Other Unclassified Revenue	0.00	0.00	0.00	13,169.73	-13,169.73
<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	490,113.00	114,887.00
<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	206,076.00	-8,076.00
<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	683,778.00	185,222.00
<a href="#">C 4190.200</a>	Federal Breakfast	324,500.00	0.00	324,500.00	285,532.00	38,968.00
<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>1,897,907.45</b>	<b>475,092.55</b>
<a href="#">F3E 4126.000.25</a>	Title III ENL 2025	2,960.00	0.00	2,960.00	0.00	2,960.00
<b>F3E Totals:</b>		<b>2,960.00</b>	<b>0.00</b>	<b>2,960.00</b>	<b>0.00</b>	<b>2,960.00</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	409,691.00	163,225.00
<b>FIA Totals:</b>		<b>583,653.59</b>	<b>0.00</b>	<b>583,653.59</b>	<b>414,196.59</b>	<b>169,457.00</b>
<a href="#">FIB 4256</a>	IDEA Section 611	1,044,721.00	0.00	1,044,721.00	731,627.00	313,094.00
<b>FIB Totals:</b>		<b>1,044,721.00</b>	<b>0.00</b>	<b>1,044,721.00</b>	<b>731,627.00</b>	<b>313,094.00</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 4/30/2025



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	153,847.79	-153,847.79
	<b>V Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>153,847.79</b>	<b>-153,847.79</b>
	<b>Grand Totals:</b>	<b>166,416,501.66</b>	<b>11,711.00</b>	<b>166,428,212.66</b>	<b>97,812,005.09</b>	<b>68,616,207.57</b>



# **Canandaigua City School District**



## **Financial Reserve Plan Fiscal Year July 1, 2024 – June 30, 2025**

***To Be Adopted by the Board of Education June 9, 2025***

## Overview

It is essential that school districts establish and fund reserves to ensure fiscal integrity.

Full compliance with legal requirements for the establishment and usage of the reserves will not only help to ensure the long-term health and stability of the District but will strengthen the District's credibility and trust relationship with the residents of the community.

The following defines and explains each of the reserves approved by the Canandaigua City School District Board of Education and/or Community Residents.

### Why Do We Need Reserve Funds?

*Saving for future projects, acquisitions, and other allowable purposes is an important planning consideration for local governments and school districts. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves for future use.*

*In addition to reserve funds, maintaining a reasonable amount of undesignated fund balance within operating funds is another important financial consideration for local governments and school districts. A reasonable level of unreserved, unappropriated fund balance provides a cushion for unforeseen expenditures or revenue shortfalls and helps to ensure that adequate cash flow is available to meet the cost of operations. Combining a reasonable level of undesignated fund balance with specific legally established reserve funds provides resources for both unanticipated events and other identified or planned needs.*

*Planning today and saving incrementally for expected future events can help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on your annual operating budget. Establishing and funding allowable reserve funds for a clear purpose can help smooth out spikes in the annual budget and in the real property tax levy.<sup>1</sup>*

---

<sup>1</sup> Office of the New York State Comptroller - Local Government Management Guide for Reserve Funds, <https://www.osc.state.ny.us/localgov/pubs/lmgm/reservefunds.pdf>.

## **WORKERS' COMPENSATION RESERVE**

**Purpose:** To fund Workers' Compensation expenses, related medical expenses, and self-insurance administrative costs. The reserve was established through board resolution in 2012-2013. This reserve is an operational reserve; meaning that the funds contained within may be utilized to offset current year anticipated workers' compensation expenditures. (General Municipal Law, §6j).

Balance June 30, 2024:        \$1,388,062

Ideal Balance: The equivalent of five years of annual expenditure.

The budgeted expenditures for 2025-26 is \$285,000.

**Use:** The District appropriated and/or budgeted funds for the 2024-25 school year in the amount of \$322,000, reducing the balance as of July 1, 2024 by this amount.

The District appropriated and/or budgeted funds for the 2025-26 school year in the amount of \$285,000. As such, the balance as of July 1, 2025 will be reduced by this amount.

**Funding:** Additional funding of \$300,000 from year-end fund balance is recommended as of June 30, 2025.



## **UNEMPLOYMENT INSURANCE RESERVE**

**Purpose:** To pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the school district uses the benefit reimbursement method. (General Municipal Law, §6-m). This reserve was established by the board of education under resolution and has been in existence for several years. It too is an operational reserve in that funds are utilized to offset current year anticipated unemployment claim expenditures.

Balance June 30, 2024:        \$366,686

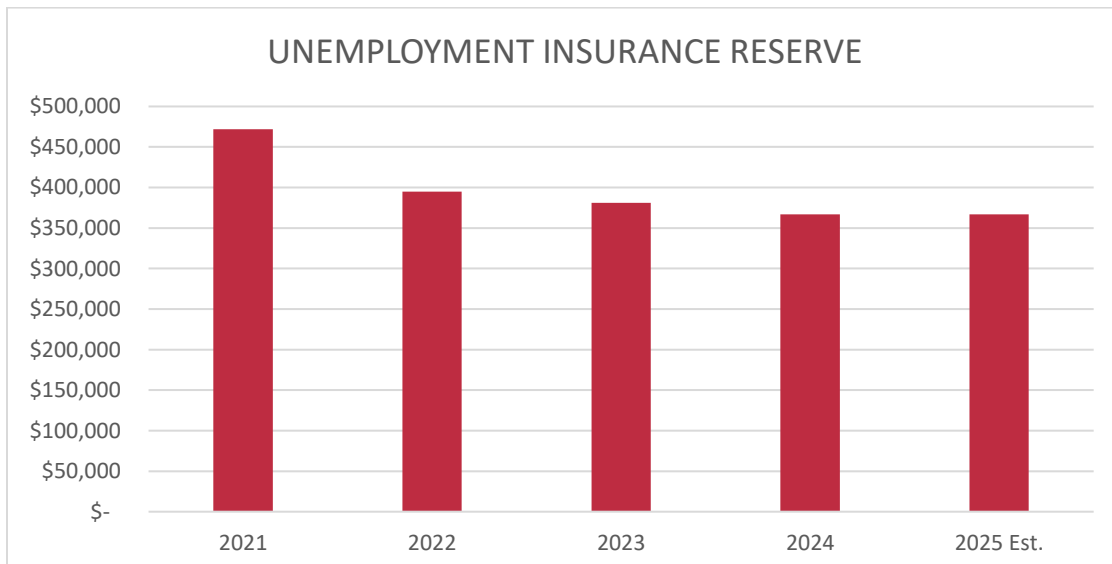
Ideal Balance: Approximately 1% of payroll.

The budgeted payroll expenditure for the 2025-26 year for all funds is \$45,195,136.

**Use:** The District appropriated and/or budgeted funds for the 2024-25 school year in the amount of \$20,000. This reserve is used as eligible expenses are paid throughout the school year.

The District appropriated and/or budgeted funds for the 2025-26 school year in the amount of \$20,000. As such, the balance will be used to offset unemployment expenses in 2025-26.

**Funding:** No additional funding is recommended as of June 30, 2025.



## **2016 Capital Reserve Fund**

**Purpose:** The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and for payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. The reserve is intended to reduce the impact to District residents of capital projects. If approved, funds in the reserve will be applied according to the recommendation of our fiscal advisor.

Resolved, that the Board of Education of the Canandaigua City School District is hereby authorized to establish a Capital Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the “2016 Building Capital Reserve Fund”), with the purpose of such fund being to finance site work, construction, reconstruction and equipping of school buildings and facilities; such capital costs being of a type that would be eligible for financing under the local finance law, the ultimate amount of such fund to be **\$10,000,000**, plus earnings thereon, the probable term of such fund to be **10 years**, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which the funds shall be obtained for such Reserve are (i) amounts from budgetary appropriations from time to time, (ii) unappropriated fund balance made available by the Board of Education from time to time, and (ii) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

Balance June 30, 2024:        \$94,771

Balance June 30, 2025:        \$0

Ideal Balance:                May not exceed the voter authorized limit, plus accumulated interest earnings.

Use:                                Voters authorized usage of \$9,949,758 in 2019-20 to partially fund the completed \$61.7M Asset Preservation Project.  
Voters authorized usage of the remaining \$94,771 in 2024-25 to partially fund the \$70.23M Revitalization Project currently in progress.

Funding:                        *The reserve was fully funded and fully expensed as of December, 2024. The reserve has been closed.*

## **2017 Capital Equipment Reserve Fund**

**Purpose:** The Capital Equipment Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and for payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. The reserve is intended to reduce the impact to District residents of capital equipment replacement costs. If approved, funds in the reserve will be applied according to the recommendation of our fiscal advisor.

Resolved that the Board of Education of the City School District of the City of Canandaigua, New York, is hereby authorized to establish a Capital Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the “2017 Capital Reserve Fund”), with the purpose of such fund being to finance site work, construction, reconstruction and improvement of school buildings and facilities, including original furnishings, equipment, machinery or apparatus incidental thereto, and the purchase of technology equipment, transportation vehicles, furnishings, and other equipment, machinery or apparatus separately; provided that such capital costs are an object or purpose that would be eligible for financing under the Local Finance Law, the ultimate amount of such fund to be **\$5,000,000**, plus earnings thereon, the probable term of such fund to be **10 years**, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which the funds shall be obtained for such Reserve are (i) amounts from budgetary appropriations from time to time, and (ii) unappropriated fund balance made available by the Board of Education from time to time, and (iii) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

Balance June 30, 2024:       \$5,617,930

Balance June 30, 2025:       \$3,041,878

Ideal Balance:           May not exceed the voter authorized limit, plus accumulated interest earnings.

Use:                   Voters authorized usage of \$2,576,051 in 2024-25 to partially fund the \$70.23M Revitalization Project currently in progress.

Funding:               The reserve is fully funded and no additional funding to this reserve can occur.

## **2021 Capital Reserve Fund**

**Purpose:** The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and for payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. The reserve is intended to reduce the impact to District residents of capital projects. If approved, funds in the reserve will be applied according to the recommendation of our fiscal advisor.

Resolved, the Board of Education of the Canandaigua City School District is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated, "2020 Capital Reserve Fund" created to defray the cost of the construction and reconstruction of School District buildings and facilities, including original equipment, machinery, apparatus, appurtenances, furnishings and other incidental improvements and expenses in connection therewith, and to defray the cost of, in whole or in part, and in order to accomplish the same, the Board is hereby authorized to establish the ultimate amount of such reserve fund to Ten Million Dollars (**\$10,000,000**) plus accrued interest and other investment earnings, with a probable term of **ten (10) years**. The Board of Education is hereby authorized to pay funds from the available fund balance, state aid reimbursement to the School District on account of capital projects, such other monies as the voters may direct, and/or other legally available funds of the School District to such reserve fund in an amount determined by the Board of Education up to the maximum authorized amount.

Balance June 30, 2024:        \$10,774,177

Balance June 30, 2025:        \$0

Ideal Balance:                May not exceed the voter authorized limit, plus accumulated interest earnings.

Use:                              Voters authorized usage of the full reserved balance of \$10,774,177 in 2024-25 to partially fund the \$70.23M Revitalization Project currently in progress.

Funding:                        *The reserve was fully funded and fully expensed as of December, 2024. The reserve has been closed.*

## **2016 Transportation Vehicle Reserve**

**Purpose:** The Bus Reserve Fund is a capital reserve specified to be used to pay for bus purchases. Voter authorization is required for both the establishment of the reserve and payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. The reserve will be used to offset local impact to District residents for the acquisition of transportation department vehicles. The District has adopted a bus replacement plan and intends to sustain the reserve so that the plan may be upheld.

Resolved, that the Board of Education of the City School District of the City of Canandaigua is hereby authorized to establish a Transportation Vehicle Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the “2016 Transportation Vehicle Reserve Fund”), with the purpose of such fund being to finance the purchase of school buses, vehicles and equipment, such capital costs being of a type that would be eligible for financing under the local finance law, the ultimate amount of such fund to be **\$6,000,000**, plus earnings thereon, the probable term of such fund to be **five years**, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which the funds shall be obtained for such Reserve are (i) amounts from budgetary appropriations from time to time, and (ii) unappropriated fund balance made available by the Board of Education from time to time, and (iii) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

Balance June 30, 2024:        \$2,662,466

Ideal Balance:                May not exceed the voter authorized limit, plus accumulated interest earnings.

Use:                              The District appropriated through an approved voter proposition the use of \$950,000 in 2024-25 for the purchase of buses.

Funding:                        No additional funding can be authorized due to term restriction.



## **2023 Vehicle Purchase Reserve**

**Purpose:** The Vehicle Purchase Reserve Fund is a capital reserve specified to be used for the purchase of school buses, other vehicles, and other equipment for use in the transportation program of the School District. Voter authorization is required for both the establishment of the reserve and payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. The reserve will primarily be used to offset local impact to District residents for the state-mandated acquisition of electric school buses and related equipment.

Resolved, the Board of Education of the Canandaigua City School District is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated, “2023 Vehicle Purchase Reserve Fund”, for the purchase of school buses, other vehicles, and other equipment for use in the transportation program of the School District, in an ultimate amount not to exceed **\$10,000,000** inclusive of accrued interest and other investment earnings, with a probable term of **10 years**. The Board of Education is hereby authorized to pay funds from the available fund balance, state aid reimbursement to the School District on account of bus purchases and the proceeds of the sale of used buses, and/or such other monies as the voters may direct, and/or other legally available funds of the School District to such reserve fund in an amount determined by the Board of Education up to the maximum authorized amount.

Balance June 30, 2024:        \$4,668,981

Ideal Balance:                May not exceed the voter authorized limit, inclusive of accumulated interest earnings.

Use:                              The District had no appropriations of this reserve in 2024-25.

Funding:                        Additional funding of \$2,894,559 from year-end fund balance is recommended as of June 30, 2025. If there is additional fund balance at year-end, the funds will be allocated to this reserve.

## **PROPERTY LOSS RESERVE AND LIABILITY RESERVE**

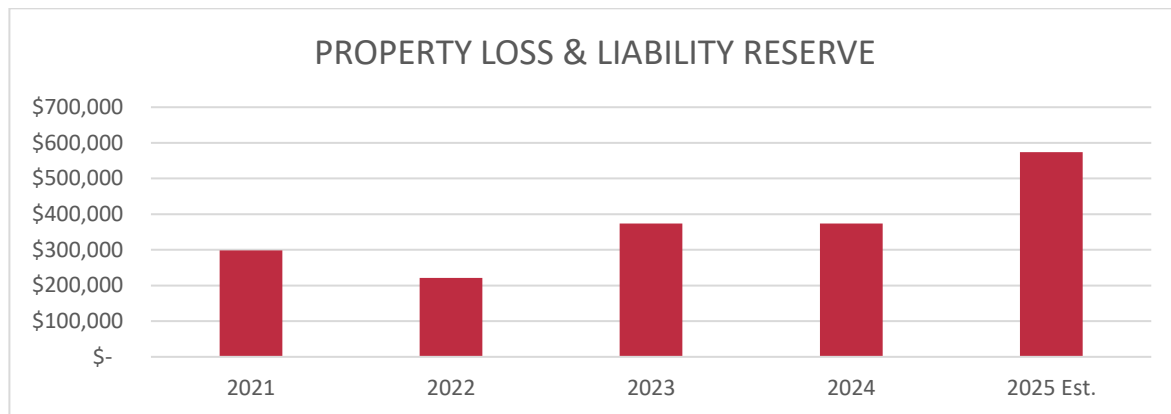
**Purpose:** This reserve fund is used to pay for property loss and liability claims incurred. The reserve was established in 2012-2013 by board resolution. Annual contribution is limited to 1% of the budget. This reserve is an operational reserve; meaning that the funds contained within may be utilized to offset claims incurred. (Education Law, §1709, Subdivision 8-c). This reserve can be used offset any losses that are beyond insurance coverage levels or losses that are not covered by insurance.

Balance June 30, 2024:        \$373,686

**Ideal Balance:**        The balance of the reserve shall not exceed 3% of the budget. The 2025-26 Budget is \$93,427,725. Therefore, the maximum contribution to this reserve would be \$2,802,832

**Use:**        No current appropriation.

**Funding:**        Additional funding of \$200,000 from year-end fund balance is recommended as of June 30, 2025.



## **TAX CERTIORARI RESERVE**

**Purpose:** The governing board of any school district, by resolution, may establish a reserve to refund taxes of the current year in tax certiorari proceedings. Establishing or expending the reserve does not require voter approval. Amounts not necessary to refund taxes must be returned to the unreserved fund balance of the general fund by the first day of the fourth fiscal year following the year for which the reserve was created unless claims are still open and not finally determined or otherwise terminated or disposed of after the exhaustion of all appeals. (Education Law §3651, Sub.1a, 3a)

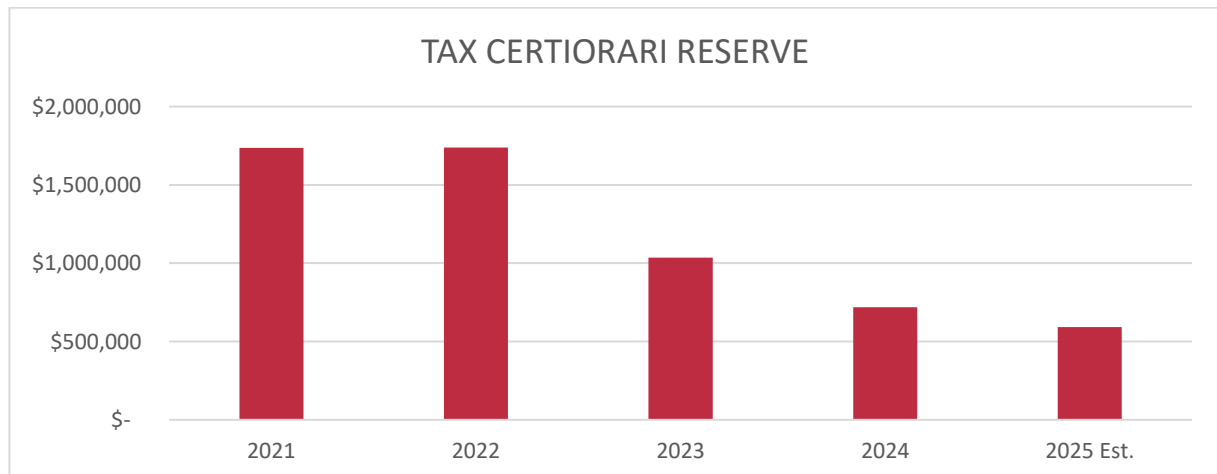
Balance June 30, 2024:        \$718,028

**Ideal Balance:**        The equivalent of pending tax certiorari claims or four-year rolling average. At present time, the District has potential tax certiorari claim refunds of approximately \$340,876 and the four-year rolling average liability is \$592,842.

**Use:**        The District expensed funds for the 2024-25 school year in the amount of \$52,900 through May 31, 2025. The balance will be reduced for settled tax certiorari claims as they occur.

The District appropriated and/or budgeted funds for the 2025-26 school year in the amount of \$100,000. The balance will be reduced for settled tax certiorari claims as they occur.

**Funding:**        No additional funding recommended as of June 30, 2025.



## **RETIREMENT CONTRIBUTION RESERVE**

**Purpose:** The governing board of a school district, by resolution, may establish a reserve for the purpose of financing retirement contributions made to the NY State and Local Employees' Retirement System. Establishing or expending the reserve does not require voter approval. Expenditures may only be made pursuant to a board resolution and must be used to finance retirement contributions (General Municipal Law, §6-1). This reserve is an operational reserve and will be used to support ERS expenditures incurred each year.

Balance June 30, 2024:        \$4,394,105

**Ideal Balance:**                Approximately 5 years of planned ERS expenditures.  
The current projection for December 2025 is approximately \$1,892,500 which would equate to an ideal balance of approximately \$9,462,500.

**Uses:**                            The District appropriated \$1,000,000 from this reserve as a revenue source for the 2024-25 fiscal year, reducing the balance by this amount as of December 15, 2024.

The District appropriated 1,171,303 from this reserve as a revenue source for the 2025-26 fiscal year. As such, as of December 15, 2025, the balance of the reserve will be reduced by this amount.

**Funding:**                        The District recommends funding \$1,000,000 from year-end fund balance as of June 30, 2025.



## **TRS CONTRIBUTION RESERVE**

**Purpose:** The governing board of a school district, by resolution, may establish a sub-fund within the Retirement Contributions Reserve for the purpose of financing retirement contributions made to the NY State Teachers' Retirement System. Establishing or expending the reserve does not require voter approval. Expenditures may only be made pursuant to a board resolution and must be used to finance TRS contributions (General Municipal Law, §6-r). This reserve is an operational reserve and will be used to support TRS expenditures incurred each year.

Balance June 30, 2024:        \$2,932,000

**Ideal Balance:**        The maximum funding level is equal to 10% of the prior year's TRS salary expenditures. The maximum increase in any year is equal to 2% of the prior year's TRS salary expenditures. TRS salaries in 2023-24 totaled \$29,265,410 per the TRS Final Billings Detail Report. Current ideal funding would total \$2,926,541.

**Uses:**        This reserve will not be used for the 2025-26 Budget and is anticipated to be used for future TRS contribution increases.

**Funding:**        The District recommends reducing the balance by \$6,000 to comply with the 10% maximum as of June 30, 2025. This will be completed through a transfer to the ERS Reserve.



**EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE**

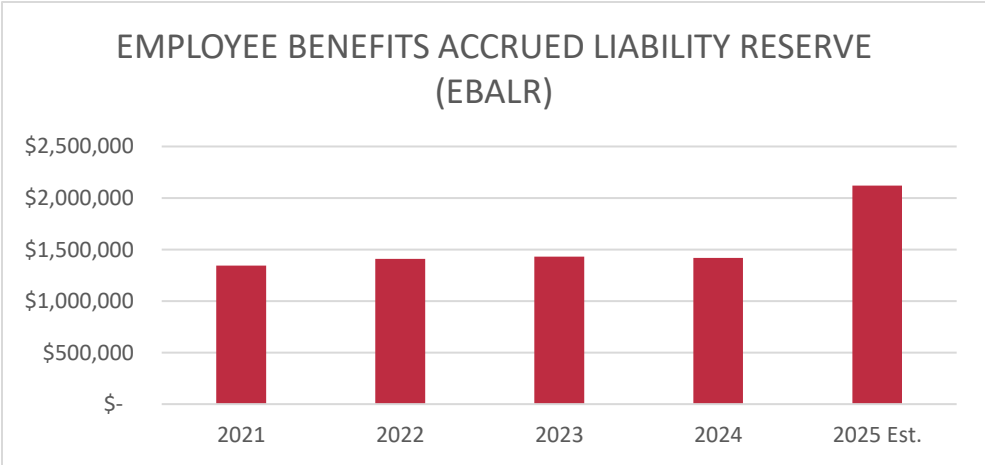
Purpose: The governing board of any school district, by resolution, may establish a reserve for the purpose of funding the monetary value of accrued but unused sick leave, personal leave, vacation time, and any other forms of payment of accrued but unliquidated time earned by employees. Establishing or expending the reserve does not require voter approval. Expenditures may only be made for allowed cash payments earned by employees due upon their termination of employment (General Municipal Law, §6-p).

Balance June 30, 2024:           \$1,418,926

**Ideal Balance:**           Equivalent to the calculated total of compensated absences calculation less any monies expended from the general fund for this purpose. Due to a change in the Government Accounting Standards Board (GASB), the district is required to move the liability of current compensated absences from the General Fund to this reserve. As of the June 30, 2024 reporting, compensated absences balances are \$2,196,578. This liability is anticipated to increase significantly due to the GASB changes.

**Use:**                       The District appropriated \$100,000 from this reserve as a revenue source for the 2024-25 budget year and estimates expenses of \$293,000. As such, this fund will be reduced as eligible costs are paid.  
The District appropriated \$100,000 from this reserve as a revenue source for the 2025-26 budget year. As such, this fund will be reduced as eligible costs are paid.

**Funding:**                The District recommends funding \$1,000,000 from year-end fund balance as of June 30, 2025 due to the changes to GASB.



## **DEBT SERVICE FUND**

**Purpose:** The District has established a fund for debt service as allowed by the *School District Accounting and Reporting Manual* published by the office of the State Comptroller. This fund is used to segregate funds required for debt payments as well as to transfer the interest earned on proceeds of long-term debt as required. The purpose of the fund is to hold interest earned from borrowed funds during construction period and unexpended funds from completed capital projects. It is intended to be used to offset the local cost of future debt service payments.

Balance June 30, 2024                \$1,249,723

Ideal Balance:                    Should not exceed outstanding bonded debt.

Use:                                It is anticipated that this fund will be used to pay outstanding bonded debt. This will be used during the recently voter authorized \$70.23M capital project to help reduce future borrowing and interest costs.

## **RESERVE FOR ENCUMBRANCES:**

**Purpose:** Allows outstanding encumbrances remaining at the end of a school year to be carried over to the next school year. Board resolution is not needed to establish the reserve. Encumbrances represent bona fide obligations.

Balance June 30, 2024:            \$421,111

Ideal Balance:                    Equivalent to actual identified obligations.

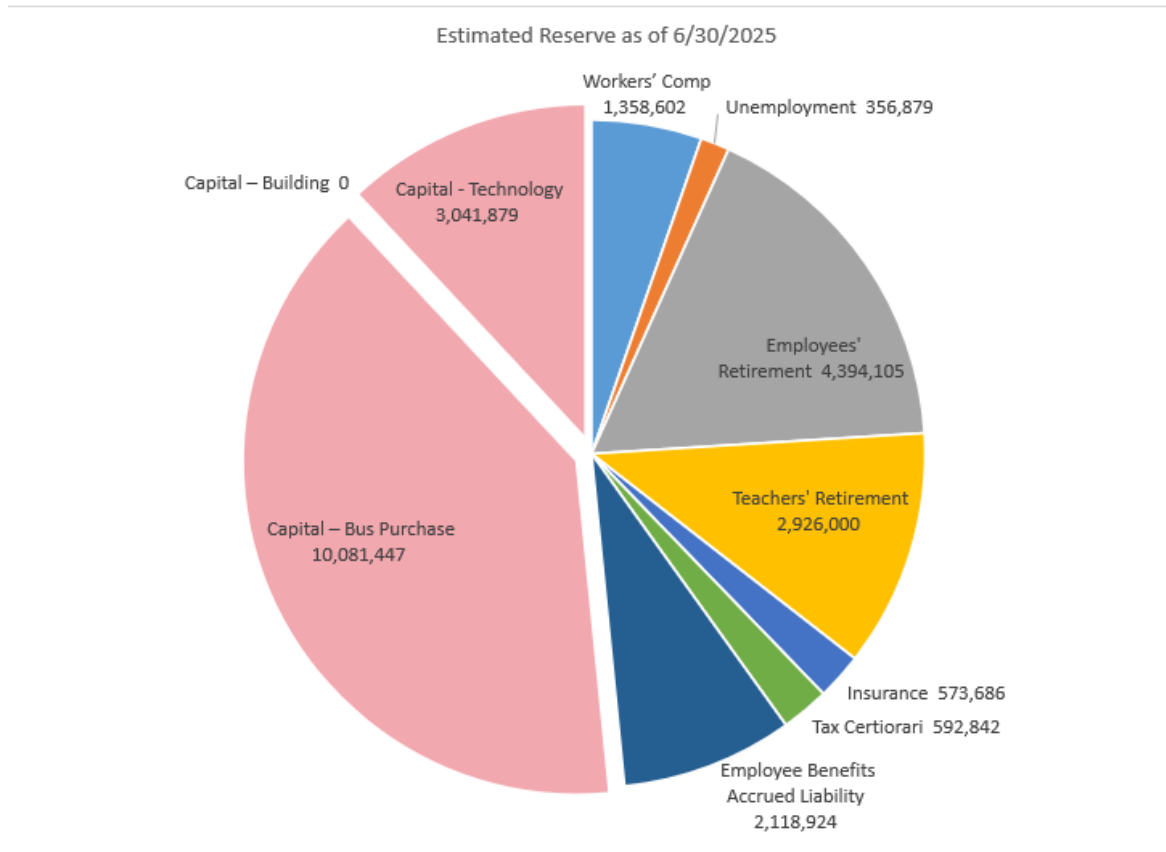
## **APPROPRIATED FUND BALANCE:**

For the 2024-25 school year, the District appropriated \$159,327 of prior year unassigned fund balance towards the budget. For the 2025-26 Budget, the District will appropriate \$0 of prior year unassigned fund balance.

### Summary of Fund Balance Accounts

	2021	2022	2023	2024	2025 Est
<b>Fund Balance</b>					
Reserved					
Reserved for Encumbrances	168,224	515,663	556,373	421,111	500,000
Workers' Compensation Reserve	1,384,970	1,387,054	1,388,121	1,388,602	1,358,602
Unemployment Insurance Reserve	472,043	394,820	381,213	366,879	356,879
Retirement Contribution Reserve	4,307,649	4,318,443	4,318,443	4,394,105	4,394,105
TRS Reserve	1,572,000	2,112,000	2,682,000	2,932,000	2,926,000
Property Loss & Liability Reserve	298,244	221,206	373,686	373,686	573,686
Tax Certiorari Reserve	1,735,434	1,737,950	1,035,730	718,028	592,842
Employee Benefits Accrued Liability Reserve	1,345,676	1,409,163	1,430,702	1,418,926	2,118,924
Capital Transportation & Bus Reserve(s)	4,598,569	4,061,676	5,866,582	7,331,447	10,081,447
Capital Reserve(s)	3,208,672	5,353,403	7,437,958	10,868,949	-
Capital Equipment Reserve	5,018,612	5,028,649	5,224,682	5,617,930	3,041,879
Unreserved					
Designated for Expenditure (Subsequent Year)	-	256,119	-	159,327	-
Unassigned	3,173,203	3,329,952	3,531,884	3,645,900	3,738,415
Fund Balance & Reserves as of June 30th	27,283,296	30,126,098	34,227,374	39,636,890	29,682,779
Debt Service Balance	94,455	445,838	815,067	1,249,723	1,249,723





- Total Reserve Fund Balances are equal to 27.2% of the 2025-26 Budget.
- Approximately 52% of Reserves are for Capital, Bus Purchases and Equipment as approved by the voters.
- Non-Capital Reserves (those reserves that are available to cover annual budgeted expenses) account for \$12,331,038 or 13.2% of the 2025-26 Budget.

## Goals/Strategies

The Goal of the Canandaigua City School District is to plan conservatively to maintain strong academic programs. This conservative approach ensures that the District can maintain programs when unforeseen events arise such as the COVID-19 Pandemic, the Great Recession, the elimination of the Hold Harmless provision for State Foundation Aid or the potential reduction of federal grants. Through strategic management of its reserves the District hopes to:

- Maintain excellent educational program during economic downturns
- Provide future tax stability
- Reduce the potential of mid-year cuts when revenues are cut or expenses unexpectedly rise (GEA/Pandemic, Fuel, Utility and Special Education cost spikes)
- Ensure that the long-term plan for preserving and maintaining infrastructure renovations to buildings, purchase of buses and equipment have limited effect on the local taxpayer
- Maintain a positive cash flow that maximizes investment earnings
- Maintain and/or improve bond rating to lower the cost of borrowing

1. If the budget result in an increase in Fund Balance:
  - a. Replenish reserves used in the prior budget as necessary
  - b. Fund voter approved capital reserves to authorized levels
  - c. Fund Reserves towards goals set forth in this plan
2. If the budget results in a decrease in Fund Balance:
  - a. Determine the sustainability of continuing to appropriate reserves
  - b. Re-assess appropriations and revenues to strategically plan an end to deficit spending

### Request for Overnight Field Trip

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

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

Canandaigua Academy

Destination:

Aspen, Co – Aspen Ideas Festival

Departure Date and Approximate Time:

June 24 - 6:25am ROC Airport

Return Date and Approximate Time:

June 30- 11:39pm ROC Airport

Number of Students Expected to Attend:

1

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

1

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):

Everything is funded by the Bezos Scholar program as part of being selected as a Scholar.

Mode of Transportation (include bus service / airline):

American Airlines– Hotel Shuttle

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

Hotel Durant Aspen, Co

Refund policy/ Insurance or other recoup options:

Cost per student	
Package Amount	0
or Breakdown Amount	
Travel	
Lodging	
Meals	0
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	
Less Club Contribution	
Less Expected Fundraising	
Final Cost to Student	0

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

### Request for Overnight Field Trip

Lindsey applied to the Bezos Scholar program back in January. She made it to the semi-final round where she had an hour-long interview with reps from the foundation and former Bezos Scholars. There are only 12 US based high school students selected each year and Lindsey is one of them. This trip will bring Lindsey to Aspen Colorado to attend the Aspen Ideas Festival. She will spend the week meeting and being inspired by global leaders and also have the opportunity to participate in Scholar only speaker sessions and leadership workshops.

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

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

Ashley Fisher  
Name (print) of Trip Coordinator

Ashley Fisher  
Signature of Trip Coordinator

\_\_\_\_\_  
Date

#### **Approvals: (Office Use Only)**

Principal/AD/Supervisor:

(Initial) MS

(Final) MS

Director Of Transportation:

(Initial) MS

(Final) MS

ASI:

(Initial) MS

(Final) MS

Superintendent:

(Initial) MS

(Final) MS

Board of Education:

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

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

## **Bezos Scholar Program**

The Bezos Scholars Program began in 2005 when our founders, Jackie and Mike Bezos, attended the Aspen Ideas Festival, a premiere gathering of leaders from around the globe, and wondered, "Where are the young people?"

Since then, the program has evolved from a way to include outstanding students at the festival to a rich, year-long leadership development program spanning the U.S. and Africa—one that not only delivers specific and measurable learning outcomes, but also amplifies youth voice and action by supporting scholars as they produce real-world projects aimed at positive change.

## **What is the Bezos Scholars Program?**

A transformative, year-long, no-cost leadership development program that amplifies youth voice and action so young people with passion can start making a difference today. Each year, 17 exceptional juniors from the U.S. and Africa, along with educators from each of their schools, are selected as Bezos Scholars.

Student Scholars engage in leadership development skill-building through project-based learning and receive free college advising. At the center of the program are Community Change Projects—fresh and sustainable approaches to meeting community needs, conceived and launched by Scholars with our support.

The Bezos Scholars year kicks off with an all-expenses-paid trip to the Aspen Ideas Festival, held annually in late June in Aspen, Colorado. There, 8,000 feet above sea level, in one of the United States' most spectacular settings, Scholars attend seven action-packed days of talks, events and interactive experiences, including Scholar-exclusive experiences with some of the most provocative writers, artists, entrepreneurs and leaders shaping the world today.

Recent presenters at the festival include *New York Times* columnist David Brooks, former U.S. Secretaries of State Madeline Albright and Colin Powell, writer and actor Anna Deavere-Smith, and psychologist, professor, author, and founder of Character Lab Angela Duckworth.

Scholars divide their time between taking in talks and events and participating in workshops and other activities. There's also plenty of time to connect and have fun!

# **What is a Community Change Project?**

As part of the Bezos Scholars Program, every Scholar launches a project to raise awareness and mobilize action in their hometowns. These projects, known as Community Change Projects, are designed to address a unique community need. Scholars build a committed team to support the project, with a vision of making a meaningful impact on their peers, school, and the broader community for years to come.

Each project is student-led, inclusive and fosters a sense of community and shared leadership. Students and educators function as a collaborative team throughout the year and work alongside each other on Scholar opportunities, activities and commitments as well as project ideation, creation and implementation. Scholars gain significant personal and team-based leadership skills through this project-based learning experience. They receive ongoing coaching and support from their educator, school, and community, as well as \$1,000 in funding from the Bezos Family Foundation which can be re-applied for annually. Because the projects are designed to be sustainable, many have been successfully running for over five years or more!

A successful Community Change Project starts with understanding the needs of your community. Scholars are guided through a process to define their purpose by exploring their strengths, passions, and the issues that motivate them. They then engage with diverse community members to learn about the most pressing challenges and needs. By gathering insights and ideas from those directly affected by these issues, Scholars build relationships, develop empathy, and gain a deeper understanding of their community's needs.

Scholars choose a specific community need that their project will address and identify the target audience it will serve. They must also recruit a team of students and adult allies that help them develop a project plan and submit a grant proposal to secure funding. Throughout the process, Scholars work toward monthly milestones, receiving workshops, support, and resources. Projects are launched by February of the Scholar's senior year, and they involve future student leaders from their teams to ensure the project continues for years to come.

### 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 2029**

Destination:

**Albany, NY**

Departure Date and Approximate Time:

**June 5th, 2025 (8:00 a.m.)**

Return Date and Approximate Time:

**June 6th, 2025 (10:00 p.m.)**

Number of Students Attending:

**167 students**

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

**22 Chaperones; security guards hotel location for 24 hour watch**

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):

**Quad - \$ 499 Triple - \$513 Double - \$ 541 Single - \$ 627**

Fundraising	
Group Benefit (Reduce Overall Cost)	Individual
Tom Wahl's (February)	Snack Fundraiser (November)
Charlie Riedel's (January)	Snack Fundraiser (March)
Chipotle (March)	
Bauer's Clothing Fundraiser (November)	

Scholarship money is available to those in need. Those in need of a scholarship are strongly encouraged to participate in the fundraising opportunities.



## 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 2030**

Destination:

**Washington DC**

Departure Date and Approximate Time:

**(Tentative) May 7, 2026 7am**

Return Date and Approximate Time:

**(Tentative) May 9, 2026 10pm**

Number of Students Attending:

**260**

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

**26 Chaperones; security guards hotel location for 24 hour watch**

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):

**Quad - \$675 Triple - \$706 Double - \$768 Single - \$955**

Fundraising	
Group Benefit (Reduce Overall Cost)	Individual
none	Snack Fundraiser (March 2025) Snack Fundraiser (September 2025) Snack Fundraiser (January 2026)

Scholarship money is available to those in need. Those in need of a scholarship are strongly encouraged to participate in the fundraising opportunities.