

**I. Meeting Called to Order**

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

**III. Public Comments**

*To allow for public participation and when time permits, a period not to exceed fifteen (15) minutes shall be set aside during each Board meeting for public participation. Individual comments will be limited to no more than three (3) minutes.*

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

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

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

**IV. Board Meeting Minutes (BOARD ACTION)**

- January 12, 2026 Meeting Minutes

**V. December 2025 Warrant Review (Mrs. Personale and Mr. Polimeni) (BOARD ACTION)**

- A-60 General ACH 9012038 - 9012098
- A-66 General ACH 9012099 -9012151
- A-62 General IH 21968 – 21974, 22028
- A-68 General IH 22029 - 22035
- A-61 General CCP 21975 - 22027
- A-67 General CCP 22036 - 22116
- C-12 Cafeteria 3630 - 3643
- C-13 Cafeteria 3644 - 3665
- F-15 Federal ACH 9000568 - 9000569
- F-16 Federal CCP 1023 - 1024
- F-17 Federal CCP 1025 - 1026
- H-10 Capital CCP 752
- H-12 Capital CCP 753 - 754

**VI. January 2026 Warrant Review (Mr. Polimeni and Dr. Schneider) (BOARD ACTION)**

- A-71 General ACH 9000570-9012108
- A-78 General ACH 9012152-9012203
- A-73 General IH 22117-22123
- A-77 General IH 22207-22213
- A-74 General 16844760 Manual 9058533929
- A-72 General CCP 22124-22206
- A-79 General CCP 22214-22285
- C-15 Cafeteria 3666-3699
- F-18 Federal ACH 9000570-9000572
- F-19 Federal CCP 1027-1028
- H-13 Capital CCP 755
- H-15 Capital CCP 756-757



**I. Consensus Agenda**

**(BOARD ACTION)**

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

**II. Consensus Agenda**

**(BOARD ACTION)**

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

Business

**1. Field Trips- Initial Approval**

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

- Class of 2027, New York City, NY- November 14-16, 2026

**Personnel**

**1. Instructional Personnel**

**A. Appointments**

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

1. Jacob Gruendike received his Bachelor's degree in Social Studies: Adolescence Education from SUNY Fredonia where he also earned his Master's degree in in Literacy. He has been working in education since 2022. He was an Interim Substitute for the District in the 2024-2025 school year and a Long-Term Substitute for the 2025-2026 school year. Mr. Gruendike will be appointed to a 1.0 FTE, non-tenured, Social Studies Teacher for the 2026-2027 school year.

<u>Name</u>	<u>Certification</u>	<u>Appt. Effective</u>	<u>Step/Rate</u>
Jacob Gruendike	Social Studies 7-12	7/1/2026-6/30/2027	Step 2

***End of Consensus Agenda***



**VII. President's Comments**

- Remarks
- Correspondence

**VIII. Superintendent's Report**

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

**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. Tax Certiorari**

**(BOARD ACTION)**

**WHEREAS**, Wanda Polisseni ("Petitioner") filed tax certiorari petitions challenging the assessment of its property located at 4275 County Route 16, in the Town of Canandaigua (Tax Map Parcel No. 126.16-1-2.000) for the 2024-25 and 2025-26 tax years; and

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

- No adjustment will be made to the 2024 tax year assessment
- Reduce the 2025 tax year assessment to \$5,397,500.00
- Waive all real property tax refunds for 2025

**WHEREAS**, the Town of Canandaigua supports the settlement proposal; and

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

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

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

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

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

The Resolution was thereupon declared adopted.

**XI. Consensus Agenda**

**(BOARD ACTION)**

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



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## **Business**

### **1. 2026-2027 School Calendar**

Approval of the 2026-2027 school calendar.

### **2. Agreement**

An agreement with Educational Data Services, Inc. to participate in the cooperative bidding program for the 2026-2027 school year.

### **3. 2025-2026 Health Services**

We are required to provide the same health services to students attending private and parochial schools as are provided for the children attending public school. The Education Law permits the School District to bill the district of residence for health services to non-resident students. It is necessary for the Board to approve the rate to be charged. This rate is based on a calculation of our per pupil health services cost using a formula prescribed by the State Education Department. The rate is \$1,035.08 per student, per year for the purpose of billing for health services provided to students attending private and parochial schools who are not residents of the Canandaigua City School District for the 2025-2026 school year. The total number of students for the 2025-2026 school year is 63.

### **4. Field Trip- Final Approval**

Mrs. Marissa Logue, Academy Principal, is requesting final approval of the below field trip:

- DECA State Conference, Rochester, NY- March 4-6, 2026 (*initial January 12, 2026*)

### **5. Field Trip- Initial Approval**

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

- IB Spanish, Puerto Rico- November 6-11, 2026

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

Mrs. Caroline Chapman, Athletic Director, is requesting final approval of the below field trips:

- Varsity Cheer- Orlando, Florida- March 12-16, 2026 (*initial December 8, 2025*)
- Boys Varsity Lacrosse- Sudbury, Massachusetts- March 20-21, 2026 (*initial November 17, 2025*)
- Girls Varsity Lacrosse- Long Island, New York- March 28-30, 2026 (*initial November 17, 2025*)
- Varsity Baseball- Orlando, Florida- March 27-April 1, 2026 (*initial October 20, 2025*)

### **7. Annual Election and Budget Vote**

That pursuant to Section 2606 of the Education Law that the date of May 6, 2025 be designated as the day of registration for the School Board Election and Budget Vote to be held on Tuesday, May 19, 2026; that the place of registration be designated as the Administrative Offices, 143 North Pearl Street, Canandaigua, New York; that the hours of registration be designated as from 8:00 a.m. through 4:00 p.m. on May 5, 2026; and that the Board of Registration consist of Lisa Brunelli and Aline Clement.

That pursuant to Sections 2606 and 2602 of the Education Law that the Canandaigua Primary-Elementary School, West Gibson Street, Canandaigua, New York, and Cheshire Fire Department, 4285 State Route 21, Canandaigua, New York, be designated as the locations where the Annual School Board Election and Propositions for Budget Vote and other Approved Propositions will be held on Tuesday, May 19, 2026 and that the hours for the polls to be open be designated as from 7:00 a.m. to 9:00 p.m.



**8. New Scholarship**

Mrs. Marissa Logue is requesting approval for a new scholarship in the amount of \$500, Constantino Financial Hustle Scholarship. The recipients of this scholarship will be one female and one male student who exhibits hard work exemplifying grit, resilience, and determination. They will be actively engaged in school activities, including athletics.

**9. Spring Semester 2026- Student Teacher Placements-Amendment**

Mrs. Emily Bonadonna, Primary School Principal, recommends the following update from the previously approved request of December 8, 2025:

- Abigail Mincer, SUNY Geneseo with Abbey Baccari- January 21-March 13, 2026

**10. Surplus Books science books**

Mrs. Marissa Logue is requesting approval to declare as surplus, the following science books:

- 31 copies of McDougal Littell Earth Science textbooks
- 58 copies of AMSCO Earth Science Review Books

**11. Sick Bank Reserve**

The days in the Sick Bank Reserve have dropped below 25. As per Sick Bank Reserve Guidance, the Board is authorizing a contribution of 65 days to the reserve.

**12. New Club**

A new club at the Academy: **French Club**. Students will learn about French culture, cuisine, langue, and improve their French language skills. The unpaid advisor is Spencer Sherwood.

**13. Uncollected Taxes for 2025-2026**

WHEREAS, the Education Law provides that the tax collector shall be relieved of responsibility for the uncollected portion of the tax list when a complete list of delinquent tax items has been certified to the Board of Education, and since the collector has affixed her affidavit to such statement and filed a statement accounting for handling of the tax warrant and list as follows:

NAME OF TOWN	TAX TO BE RETURNED	6% INTEREST	TOTAL
Canandaigua City	669,475.57	40,168.53	709,644.10
Canandaigua Town	839,795.22	50,387.71	890,182.93
Farmington	53,225.83	3,193.55	56,419.38
East Bloomfield	0.00	0.00	0.00
Bristol	6,373.34	382.40	6,755.74
Hopewell	124,503.90	7,470.23	131,974.13
Gorham	0.00	0.00	0.00
South Bristol	0.00	0.00	0.00
Total	<b>\$1,693,373.86</b>	<b>\$101,602.43</b>	<b>\$1,794,976.29</b>
Tax Levy			\$54,100,482.57
Library Levy			\$1,027,564.00
Less Star Reimbursement			\$2,433,417.27
Plus Chargeback			\$4,517.43
Plus Omitted STAR			\$0.00

**LESS: small claims**



**LESS: assessor's error** \$142.17

	<u>Total Adjustments</u>	\$142.17
plus/minus rounding		<u>1.75</u>
Tax to be collected		\$52,699,006.31
Tax collected 96.7867%		<u>\$51,005,632.45</u>
		<b><u>\$1,693,373.86</u></b>
Unpaid taxes to be returned:		
City Treasurer	\$669,475.57	
County Treasurer	<u>\$1,023,898.29</u>	
<b>TOTAL</b>		<b><u>\$1,693,373.86</u></b>

AND WHEREAS, the district treasurer has verified the accuracy and signed the report of the collector;

THEREFORE, BE IT RESOLVED, that the Board of Education accept the report of the tax collector and having determined that the collector has accounted for the full amount of the tax warrant, directs that the lists of the delinquent tax items with the addition of 6% penalty be certified to the offices of the City and County Treasurers.

**14. Internal Audit Risk Assessment**

Approval of the 2025-26 Internal Audit Risk Assessment Report.

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

Recommendations of the Committee on Special Education meeting dates of October 9, December 2, 5, 10, 11, 16, 17, 18, 19, 22, 29, 31, January 4, 5, 6, 7, 8, 9, 12, 13, 16, 20, 22, 23, 27,

**Personnel**

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Lynne Sigl	Typist	1/30/2026	19
Kelly Smith	Registered Nurse	6/30/2026	24
Anne Zimmerman	Library Aide	6/26/2026	22

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Laura Steiner	School Monitor	Resignation	1/23/2026
Desiree Davies	School Monitor	Resignation	2/11/2026

C. Appointments

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



<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Douglas Kipferl	Custodial Worker	1/27/2026	\$16.00/hr.
Brianna Taylor	School Monitor	2/3/2026	\$16.00/hr.
Andrea Pauly-Brown	Substitute Teacher Aide	2/3/2026	\$16.00/hr.
Kristal Hubbs	Teacher Aide	2/3/2026	\$16.75/hr.
Anne Zimmerman	Substitute Teacher Aide	9/1/2026	\$16.00/hr.
Shannon Valeria	School Bus Monitor	2/5/2026	\$16.00/hr.
Mercede Bell	School Bus Monitor	2/10/2026	\$16.00/hr.

D. Classification of Position

- 1) In order to stay in compliance with Civil Service, it is requested that the Board of Education approve the classification of eight (8) positions of Teacher Aide.

2. Instructional Personnel

A. Resignation

- 1) Kaitlin LaFave, Assistant Principal at the Academy, has resigned from the District effective end of business February 13, 2026.
- 2) Dana Olson, Speech & Language Therapist at the Middle School, has resigned from the District effective end of business February 27, 2026.
- 3) Darryl Newton, Contract Substitute Teacher at the Primary School, has resigned from the District effective end of business February 3, 2026.

B. Appointments

1) Substitute Assistant Principal

The following individual has been recommended for a Substitute Assistant Principal position as indicated at an agreed upon rate for the duration of the assignment:

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Michele Maloney	Assistant Principal	Academy	2/10/2026

2) Interim Substitute Teacher

The following individuals are recommended to an Interim Substitute Teacher position for the period of time indicated at the agreed upon rate:

Jenna Tenney, Primary School – 3/25/2026 – 6/26/2026  
 Roberta Bittel, Academy – 3/23/2026 – 5/29/2026

3) Contract Substitute Teachers

The following individual has been recommended to Contract Substitute Teacher position for the 2025 – 2026 school year at the contractual rate:

Tom Reynolds, Middle School; Effective 1/20/2026

4) Non-Certified Substitute Teachers

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

Jessica Avery  
 Laine Havens



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Mary Jo Foster  
Brett Bower

5) Stipend Position 2025-2026 School Year

The following individual is are recommended to a stipend position at a pro-rated rate in accordance with contract:

MS Team Leader- Owasco; Rachel Ludwig; Effective 1/19/2026

***End of Consensus Agenda***

***XII. Board Committee Reports***

- Audit Committee- Mr. Milton Johnson- February 6, 2026
- Policy Committee- Mrs. Beth Thomas- January 21, 2026
  - > First Reading- 3180 Non-Resident Students

***XIII. District Committee Reports***

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

- **Character Education Committee- Dr./ Mr. Milton Johnson- January 21, 2026**
- **Council for Instructional Excellence (CIE)- Ms. Jenny Tessendorf/ Mrs. Beth Thomas- January 14, 2026**
- Safety / Health / Security Committee- Mr. John Polimeni

***XIV. Upcoming Events***

- January 27- 4<sup>th</sup> & 5<sup>th</sup> Grade Chorus Concert
- February 1- UPK Application Opens
- February 2- Elementary Band & Orchestra Informance I
- February 2- Elementary Band & Orchestra Informance II
- February 6, 7, 8- Middle School Musical
- February 9- Board of Education Meeting
- February 10- Frieda O'Hanlon Oral Spelling Contest
- February 12- Middle School Small Ensemble Concert
- February 16-20- February Break- No School
- February 26- District Orchestra Concert
- February 27- School Board Candidate Petitions Available
- February 27- UPK Application Deadline

***XV. Closing Remarks***

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

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, January 12, 2026 at 6:30 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 PRESENT:** Jamie Farr, Matt Fitch, Brian Nolan, Matt Schrage

**BOARD DISTRICT CLERK ABSENT:** Deborah Sundlov

**OTHERS PRESENT:** On file

### ***Executive Session***

Upon a motion made Mrs. Miller, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved calling an Executive Session at 5:15 p.m. to discuss the employment history of twelve particular persons.

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

Upon a motion made by Mrs. Miller, seconded by Dr. Schneider, with all present voting yes, the Board of Education returned to Open Session at 5:30 p.m.

*The Board took a break from 5:30 p.m. to 6:30 p.m.*

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

Mrs. Grimm called the meeting to order at 5:30 p.m. with third grader Amahd Faniel leading all in the Pledge of Allegiance.

### ***President's Comments***

Mrs. Grimm introduced Mrs. Jennifer Frary, PTSA President, and Mrs. Amy Hall, PTSA Secretary, who introduced Ms. Susan Brown from Genesee Valley PTA to present Superintendent Jamie Farr with the Administrator of the Year Award.

### ***Public Comments***

There were no public comments.

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

Upon a motion made by Mrs. Personale, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved the December 8, 2025 Regular Board Meeting minutes.

**APPROVED: MINUTES**

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

Gillian Vit reported on the successful PRISM concert, student participation in the DECA Regional Championship, the Scott Zahn Memorial Classic, where the girls won both the Varsity and Junior Varsity games, and the upcoming IB pinning scheduled for this week.

**Superintendent's Report**

Superintendent Farr noted that, on the Supplemental Agenda, certified substitute teacher Stacy DiCristina has declined the position and will be removed from the agenda.

He also noted that nominations for Graduate of Distinction are open, with the induction ceremony scheduled during Homecoming Week. Additionally, Lindsay LeTran joined Superintendent Farr at a legislative brunch attended by approximately 75 people, where she was one of two students selected to speak with legislators.

**Fall Athletic Recognition**

Mrs. Caroline Chapman, Athletic Director, and communications, recognized fall athletes with many in attendance.

**Assessment – 40 Steps, LLC**

Upon a motion made by Mrs. Calabrese, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the voting on updated assessment.

**APPROVED: ASSESSMENT**

**WHEREAS**, 40 Steps, LLC filed tax certiorari proceedings challenging the assessment on its property located at 4655 County Road 16, in the Town of Canandaigua for the 2023-24 and 2024-25 tax years; and

**WHEREAS**, 40 Steps, LLC, Inc. has proposed settlement of the proceedings upon the reduction of the 2024 and 2025 assessments as set forth below; and

Address	Tax Parcel Number	Revised Assessment
4655 County Road 16	140.11-1-11.00	\$2,540,735

**WHEREAS**, 40 Steps, LLC has agreed to waive any real property tax refunds for the property for the 2024-25 and 2025-26 tax years; and

**WHEREAS**, the Town of Canandaigua supports the settlement proposal; and

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

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

1. The Board of Education agrees to settle the tax certiorari proceedings commenced by 40 Steps, LLC in accordance with the terms set forth above and in the form approved by Ferrara Fiorenza PC and hereby delegates to Ferrara Fiorenza PC the authority to execute such settlement documents.
2. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution will be a vote on roll call as follows:

Mrs. Amy Calabrese	Voting Yes
Mr. Milton Johnson	Voting Yes
Mrs. Julianne Miller	Voting Yes
Mrs. Megan Personale	Voting Yes
Mr. John Polimeni	Voting Yes
Dr. Jen Schneider	Voting Yes
Ms. Jenny Tessoroff	Absent
Mrs. Beth Thomas	Voting Yes

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Mrs. Jeanie Grimm

Voting Yes

The Resolution was thereupon declared adopted.

### **Consensus Agenda**

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

#### **APPROVED: CONSENSUS AGENDA AND SUPPLEMENTAL**

#### **Business**

##### **1. Treasurer's Report**

the Treasurer's Report for the Period of November 1, 2025 – November 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, 2025 – November 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, 2025 – November 30, 2025. Additional information is included as an attachment and is filed.

##### **4. Professional Services Agreement**

an agreement with Steven Caamano from Cheer Instructions for tumbling instruction at \$15 per student, per hour for the 2025-2206 school year.

##### **5. Agreement**

an agreement with the County of Ontario for use of voting machines on May 19, 2026 for the 2026-2027 annual election.

##### **6. Partnership for Excellence**

a Partnership for Excellence with Empire State University.

##### **7. Field Observation**

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

- Kaitlyn Stocker, SUNY Empire with Nichole Boyer for Spring 2026

##### **8. Nursing Clinical Hour Placement**

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

- Kelly Lucas, Empire State University with Kelly Smith/Lorraine Ryan- January 12-April 24, 2026

##### **9. Field Placement- 40 Hour**

the request of Mr. Brian Amesbury, Primary School Principal:

- Ileana Sandoval, Hobart William Smith with Julie Lawrence- January 20-May 4, 2026

**10. Confidential Delivery**

of a delivery rate of \$50 per each pick up of a confidential delivery(s).

**11. Volunteer Coaches**

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

- Jim Kelly- Ice Hockey
- Brooke Rizzo- Girls Basketball

**12. Donation**

the request of Mrs. Marissa Logue, Academy Principal to accept a donation of a Moosmann 98A bassoon (serial number 6203), valued at \$4,995, from former RPO bassoonist Abe Weiss. Mr. Weiss was Jessica Perry’s private lesson teacher during her high school years, and the donation is made in her honor.

**13. Surplus Books**

the request of Mrs. Emily Bonadonna is to declare as surplus the attached listing of Primary School books.

**14. Field Trip- Initial Approval**

the request of Mrs. Marissa Logue for initial approval of the below field trip:

- DECA State Conference, Rochester, NY- March 4-6, 2026

**15. Athletic Field Trip- Initial and Final**

the request of Mrs. Caroline Chapman for initial and final approval of the below trip:

- Wrestling, Jamestown, NY, December 12-14, 2025

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

of the Committee on Special Education meeting dates of May 16, October 1, November 4, 13, 17, 18, 20, 21, 24, 25, December 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, and 15.

**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Marcia Gardner	School Bus Monitor	Resignation	12/9/2025
Michelle Sheen-Nazelrod	School Monitor	Resignation in order to accept another position in the District	1/4/2026
Caitlin Calkins	Teacher Aide	Resignation in order to accept another position in the District	12/14/2025
Karyn Hall-Dayle	Teacher Aide	Resignation	12/19/2025
Mary Rippey	Teacher Aide	Resignation	12/18/2025
Nicholas Bogardus	Custodial Worker	Resignation	1/2/2026
Chad Trickey	Custodial Worker	Resignation	1/7/2026
Ed Traphagen	Teacher Aide	Resignation	1/22/2026
Taylor Whittaker	Teacher Aide	Resignation	1/23/2026



B. Appointments

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Caitlin Calkins	Administrative Aide	12/15/2025	\$18.29/hr.
Cynthia Phillips	School Bus Driver Trainee	12/8/2025	\$16.00/hr.
Heather Dietzel	School Registered Nurse	1/12/2026	Step 10 (Pro-rated)
Fiona Ross-McGuire	Substitute Teacher Aide	1/5/2026	\$16.00/hr.
Ryan Bremer	Substitute Teacher Aide	1/5/2026	\$16.00/hr.
Xen Smith	Custodial Worker	1/5/2026	\$16.00/hr.
Trendell Davis	Custodial Worker	1/5/2026	\$16.00/hr.
Peyton McCaffrey	Teacher Aide	1/6/2026	\$16.75/hr.
Tessie May Kieck	Teacher Aide	1/12/2026	\$16.75/hr.
Chad Trickey	Custodial Worker	1/6/2026	\$16.00/hr.
Ava Pendergast	Substitute Teacher Aide	1/12/26	\$16.00/hr.

2. Instructional Personnel

A. Resignation

- 1) of Megan Myers, Teacher Of The Deaf, who has resigned from the District effective January 16, 2026.

B. Leave of Absence

- 1) of Sara Costello, Academy Social Studies Teacher, for a leave of absence for the 2026-2027 school year.

C. Appointments

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

- 1) of Meghan Davis who worked for our District as a Teacher Aide from 2021 – 2025. She is now appointed to a 1.0 FTE, 4-year probationary Teaching Assistant with a tenure area of Teaching Assistant effective January 5, 2026.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Meghan Davis	Teaching Assistant, Level I	1/5/2026	Step 1 (Pro-rated)	4-years

2) Tenure Appointments

the following staff member for a 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 member:

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Vernon Tenney	Coordinator of Support Services	1/20/2026



3) 2025-2026 Winter Coach

the following individual to a Winter coaching position at rate per CTA contract:

D'Alessandro, Kai                      JV Boys Swimming 0.9 FTE (Change from 0.8)      2B

4) 2025-2026 Spring Coach

the following individual to a Spring coaching position at rate per CTA contract:

Currin Rosato                      Varsity Softball                      1E

5) Mentors

the following individual is recommended to be Mentors for the 2025-2026 school year at rates in accordance with contract:

<u>Mentor</u>	<u>Mentee</u>	<u>Level</u>	<u>Effective</u>
Jessica Kaiser	Shaynee Juliano	2	11/1/2025

6) Contract Substitute Teachers

the following individual to Contract Substitute Teacher positions for the 2025 – 2026 school year at the contractual rate:

Leslie Bell- Primary School

7) Non-Certified Substitute Teachers

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

- Mallory Dixon
- Molly Snyder
- Meckenzie Taft
- Anthony DeBalso
- Tyler DeRue
- Brooke Rizzo
- Ella Wade
- Emma Marshall
- Georgianna Zanutto

***End of Consensus Agenda***

***Discuss Budget Guidelines, Process, and Calendar***

Upon a motion made by Mrs. Thomas, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved/accepted the District Budget Guidelines, Process, and Calendar.

**APPROVED: BUDGET GUIDELINES, PROCESS, AND CALENDAR**

1. Make staffing decisions that meet the intellectual, social and emotional needs of students that reflect enrollment data, that prepare them to be successful.
2. Continue to evaluate and reduce costs through budget efficiencies, partnerships and shared services.
3. Strategically utilize fund balance and reserves to mitigate programmatic impact in the near and long-term future.
4. Maintain a transparent system of continual communication with the public.



- 
5. Minimize cuts during restrictive tax cap cycles by making decisions based on right-sizing and consideration of the levy that best meets the needs of the district.

### **Board Committee Reports**

#### Policy Committee

Mrs. Beth Thomas reported out on behalf of the Policy Committee which met on December 17, 2025. The Committee discussed and updated the purchasing regulation upon the recommendations of the Audit Committee and reviewed the Non Resident Student policy.

### **Upcoming Events**

- January 14- CA Jazz Concert
- January 19- Martin Luther King, Jr.- No School
- January 21- 8<sup>th</sup> Grade Parent Night
- January 21- Elementary School Small Ensemble
- January 23- Grades 9-12- No School
- January 26- Board of Education Meeting
- January 27- 4<sup>th</sup> & 5<sup>th</sup> Grade Chorus Concert
- February 1- UPK Application Opens
- February 2- Elementary Band & Orchestra Informance I
- February 2- Elementary Band & Orchestra Informance II
- February 6, 7, 8- Middle School Musical
- February 9- Board of Education Meeting
- February 10- Frieda O'Hanlon Oral Spelling Contest
- February 12- Middle School Small Ensemble Concert
- February 16-20- February Break- No School
- February 26- District Orchestra Concert
- February 27- School Board Candidate Petitions Available
- February 27- UPK Application Deadline

### **Adjournment**

Upon a motion made by Dr. Schneider, seconded by Mr. Johnson, all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:58 p.m. The next Regular meeting will be on January 26, 2026 at 6:30 p.m.

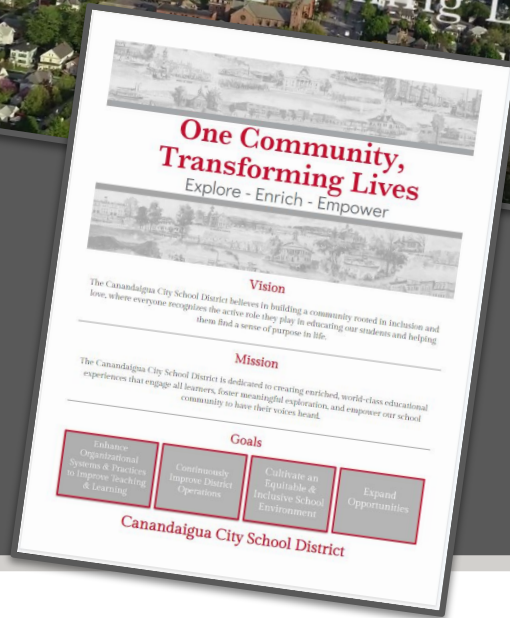
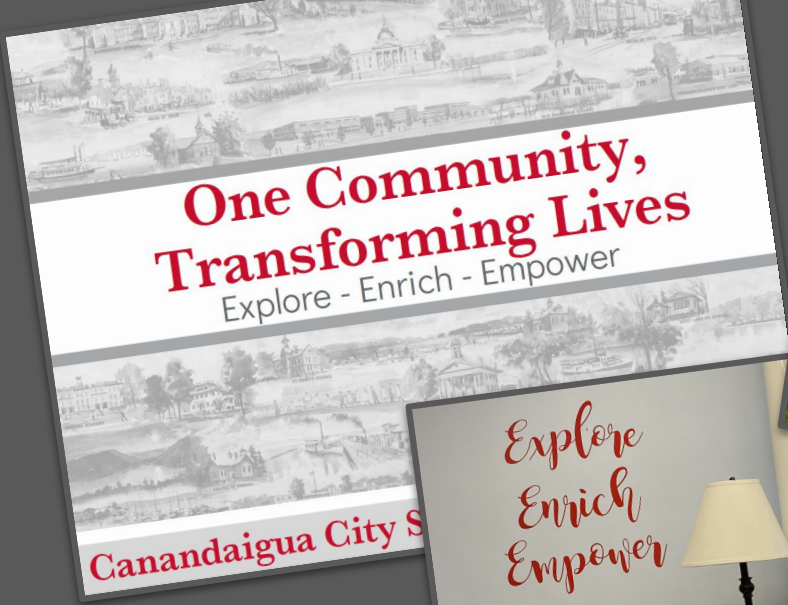
Respectfully submitted,

Deborah Sundlov  
District Clerk

# Strategic Plan Update to BOE February 9, 2026



Canandaigua City School District



# Canandaigua City School District

# Strategic Plan Update

## Goal #1 Enhance Organizational Systems & Practices to Improve Teaching & Learning

### Evidence of Accomplishment

- 1-1 learning series continues. Focus on choice and pathways for staff members.
- Forward thinking: Planning for NYS “Portrait of a Graduate” and expanded graduation pathways for students
  - Update in February from NYSED on impact on assessment
- Narrowed Instructional Focus- 2 Main Goals
  - Enhance the quality and consistency of tier one instructional practices
  - Build capacity for data-driven decision-making at all tiers



**Canandaigua City School District**

# Strategic Plan Update

## Goal#2 Continuously Improve District Operations Evidence of Accomplishment

- Infinite Campus- Enhanced Use
  - Data Analysis/Collection
  - Online Registration
- Move from Paper to Digital
  - Droplet forms
  - Records-Personnel and Students



Canandaigua City School District

# Strategic Plan Update

Goal #3 Cultivate a school environment where everyone is valued

## Evidence of Accomplishment

- Continue to use of our *One Community Plan* to guide goal setting
  - Sample Goals:
    - Enrich student experiences by expanding student voice and participation
    - Recognizing and sustaining cultural heritage days/months as a district



**Canandaigua City School District**

# Strategic Plan Update

## Goal #4 Expand Opportunities

### Evidence of Accomplishment

- Expanded professional learning and support for paraprofessionals. (CMS/District)
- By the end of the school year, each grade level will identify (and implement, if appropriate) one student activity that crosses buildings. (PES)
- By June 2026, all students will receive guaranteed instruction in AI literacy and digital citizenship through a series of structured lessons delivered by the Media Specialist. (Academy)



**Canandaigua City School District**

# Questions?

1791



Canandaigua City School District

# Canandaigua City School District

186 Teacher Days- 182 Student Days

Board Approved: February 9, 2026

## 2026-2027 School Year

JULY 2026						
S	M	T	W	T	F	S
			1	2	[3]	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

1 flex day for CTA members  
between July 1 and August 20

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

1 flex day for CTA members  
between July 1 and August 20

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	[7]	(8)	(9)	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day  
8 & 9 Superintendent Conference Day  
10 First Day of School for Grades 1-12  
11 First Day of School for Grades UPK-K

15 Pupil 17 Staff

OCTOBER 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9 *	10
11	[12]	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 Early Release & Half Conference Day  
12 Columbus /Indigenous Peoples' Day

21 Pupil 21 Staff

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	[11]	12	13	14
15	16	17	18	19	20	21
22	23	24	[25]	[26]	[27]	28
29	30					

11 Veterans Day  
25-27 Thanksgiving Holiday

17 Pupil 17 Staff

DECEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	[24]	[25]	26
27	[28]	[29]	[30]	[31]		

UPK-5 Parent Conferences TBD  
24-31 Holiday Recess

17 Pupil 17 Staff

JANUARY 2027						
S	M	T	W	T	F	S
					[1]	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	[18]	19	20	21	22	23
24/31	25	26^	27^	28^	29^	30

1 Holiday Recess  
18 Martin Luther King, Jr. Holiday  
26-29 Regents Exams

19 Pupil 19 Staff

FEBRUARY 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	[15]	[16]	[17]	[18]	[19]	20
21	22	23	24	25	26	27
28						

Lunar New Year (Saturday, 6)  
15 President's Day  
15-19 Winter Break

15 Pupil 15 Staff

MARCH 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	(12)	13
14	15	16	17	18	19	20
21	[22]	[23]	[24]	[25]	[26]	27
28	29	30	31			

12 Superintendent Conference Day  
22-26 Spring Recess

17 Pupil 18 Staff

APRIL 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Pupil 22 Staff

MAY 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/[31]	25	26	27	28	29

31 Memorial Day

20 Pupil 20 Staff

JUNE 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15^	16^	17^	18	19
20	21^	22^	23^	24^	25^	26
27	28	29	30			

15-25 Regents  
Juneteenth (Saturday, 19)  
25 Rating Day  
Commencement date to be determined

19 Pupil 19 Staff

[ ] Holiday/Recess ( ) Conference Day ^ Regents Δ Emergency Drill/Early Dismissal \* Half Day PES Conferences

**NOTE:** If the school district's legal attendance requirements are met, students in grades K-8 may/may not attend a full day the last two days (June 23 and 24) of the school year.

**NOTE:** In the 2026-2027 school year, Lunar New Year and Juneteenth both fall on a Saturday.

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):** DECA, Canandaigua Academy, Grades 10-12

**Destination:** DECA State Conference, Joseph A. Floreano Rochester Riverside Convention Center 123 E Main St, Rochester, NY 14604

**Departure Date and Approximate Time:** Wednesday March 4, 2026, check in and registration is noon.

**Return Date and Approximate Time:** Friday March 6, 2026, departure post lunch around noon

**Number of Students Expected to Attend:** 15 students

**Number of Chaperones (also detail how students will be supervised 24 hours / day):** 2 chaperones. Hotels are usually connected to the convention center so little time outside of the building has to happen if at all. NY DECA has strict code of conduct and hotel policies (with security guards in each hotel) with curfews and nightly room check forms for DECA.

**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):**

2025 Prices

NYDECA SCC Rates for 2026

Single	\$722.00
Double per person rate	\$554.00
Triple per person rate	\$498.00
Quad per person rate	\$470.00
Singles for Tuesday per person rate (early arrival)	\$152.00
Doubles for Tuesday per person rate (early arrival)	\$76.00
Triples for Tuesday per person rate (early arrival)	\$51.00
Quads for Tuesday per person rate (early arrival)	\$38.00

Fundraising is available for those unable to place deposit

**Mode of Transportation (include bus service / airline):**

School Bus

Cost per student	
Package Amount	\$554
<b>or Breakdown Amount</b>	
Travel	
Lodging	
<b>Meals</b>	Included
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	\$200 deposit
Less Club Contribution	Department
Less Expected Fundraising	
<b>Final Cost to Student</b>	<b>\$200</b>

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

2 possible hotels used 2025

Hyatt Regency 125 East Main Street, Rochester, NY 14604

Hilton Garden Inn 155 East Main Street, Rochester, NY 14604

Refund policy/ Insurance or other recoup options:

No Refunds

*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:*

DECA Welcome Packet

**What is DECA?**

- DECA is **an international organization** for students interested in anything **business-** marketing, finance, entrepreneurship, management or hospitality.
- DECA prepares emerging leaders and entrepreneurs to be college and career ready. Students select a field of interest and have opportunities to **compete** at a regional, state, and national level.
- DECA helps develop **leadership** characteristics, self-confidence, teamwork, self-promotion, improvisation and competencies needed for careers in business.
- DECA members are ambitious, high achieving student leaders ready to make a difference! Join over 215,000 DECA members.

**How Does DECA Benefit Students?**

- It is a great opportunity for a student to grow, both personally and professionally
- Leads to college acceptance, **scholarships**, mentors and jobs- looks great on any application!
- Allows your student to become more involved in his/her school community
- Helps students to connect classroom learning to “real world” experience
- Will aid in developing core academic and **employability skills**
- Helps students gain the skills and experiences necessary to propel themselves from the classroom to the boardroom

**What Activities Do Students in DECA Participate in?**

- Regular meetings outside of class time, run by student chapter officers
- Regional, State and International level competitions (all students compete at regional level in December, states and nationals based on qualifying at regionals)
- Community Service- Every DECA member can participate in a DECA sponsored volunteer activity
- Fundraising- We will run a variety of events and also encourage our members to seek out business sponsors. (For students who are fortunate enough to make it onto states and nationals)

**Canandaigua High School DECA Details**

- Students must be enrolled in or have previously taken a business class to participate- Foundations of Marketing will be tied to the curriculum in class and actively preparing in class for this.

**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):  
**IB Spanish – Seniors**

Destination:  
**Puert Rico**

Departure Date and Approximate Time:  
**11/6/26 – PM**

Return Date and Approximate Time:  
**11/11/26 – LATE EVENING**

Number of Students Expected to Attend:

**24-26**

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

**4**  
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):

**\$1,800 (everything included except lunches)**

Mode of Transportation (include bus service / airline):  
**Plane**

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

**Hotel – Holiday Inn Express, San Juan, Puerto Rico**

Refund policy/ Insurance or other recoup options:

**Travel Insurance Optional**

<b>Cost per student</b>	
Package Amount	\$1,800
<i>or</i> Breakdown Amount	
Travel	
Lodging	
<b>Meals</b>	
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	
<i>Less Club Contribution</i>	
<i>Less Expected Fundraising</i>	
<b>Final Cost to Student</b>	<b>\$1,800</b>

## Request for Overnight Field Trip

*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:*

The IB students have been studying the culture and language for several years. This trip allows them authentic experiences that would bring those lessons to life. They learn about the indigenous Taino people native to Puerto Rico. They learn to dance the bachata, merengue and salsa. They will be visiting the Tropical rainforest of El Yunque. They get to try authentic cuisine that they have studied in class. Additionally, they get to practice using the language in real life authentic ways.

*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*

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

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

\_\_\_\_\_  
Date

### Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u></u>	(Final) _____
Director Of Transportation:	(Initial) <u></u>	(Final) _____
ASI:	(Initial) <u></u>	(Final) _____
Superintendent:	(Initial) <u></u>	(Final) _____
Board of Education:	(Initial) _____	(Final) _____

**COVER SHEET - Required for Initial Approval**  
**Please type into bold areas below - BE AS DETAILED AS POSSIBLE**

**Request for an Overnight Field Trip**

- Please complete this form in detail and attached accompanying documents
  - At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching Board approval, unless there is pre approval by the Superintendent
  - Should you have any questions regarding proper completion of the forms, please see your immediate Supervisor for assistance
- 

**Name of Group/Club, including building and grade level:**

Canandaigua Varsity Competitive Cheer (Winter Season)

**Summary of Trip:**

Compete at AmeriCheer International Competition, Universal Studios, Orlando FL

**Name of Trip Coordinator:**

Maralee Taft & Marlese Thompson - Varsity Coaches  
Kristi Varga - CA Cheer Booster Club President

**Trip Coordinators Email:**

maraleet5160@gmail.com

**Trip Coordinators Phone Number:**

(585) 737-6163 Taft - (585) 737-8024 - Thompson

**Destination of Field Trip:**

Universal Studios, Orlando, Florida - Hotel on site

**Departure Date and Approximate Departure Time:**

Thursday, March 12th 2026 - Morning

**Return Date and Approximate Return Time:**

Monday, March 16th 2026 - Evening

**Number of Students Expected to Attend:**

16-18

**Number of Chaperones:**

3

**Mode of Transportation:**

Airline - TBD

Connexions will arrange transfers to and from the airport. (407) 602-1000  
Parents and families would carpool to the Rochester airport

# Canandaigua City School District Overnight Field Trip Approval

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

To be complete 6-8 months in advance

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

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

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

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

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

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

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

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

---

### Office Use Only

Principal/ AD/ Supervisor

(Initial) CC (Final) GANC

Director of Transportation

(Initial) SJC (Final) \_\_\_\_\_

Assistant Superintendent for Instruction:

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

Superintendent:

(Initial) [Signature] (Final) [Signature]

Board of Education:

(Initial) 12/8/25 (Final) \_\_\_\_\_

**Accommodations:**

Universal Studios - Stella Nova Resort Hotel  
 4500 Epic Blvd. Orlando, FL 32819

**Refund Policy/ Insurance Information:**

For a full refund, notice of cancellation must be received by 12/31/25.

Cancellations between 1/1/26 - 1/15/26 = 50% of fees paid will be refunded after event. After 1/16/26, no refunds given. No phone cancellations, Written request prior to deadlines only.

**Below, please provide details of how your trip connects to your content area, program, or activity. Please include the educational outcomes that students will gain from the experience.**

We are excited to offer this Overnight Trip experience to compete against other out of area teams from across the country. The last time Canandaigua Varsity Cheer attended this competition was in 2018.

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

Thursday, Arrive at Airport, Dinner at Hotel \*TBD, Practice

Friday - Practice in AM, Attend Theme Park, Dinner

Saturday - AmeriCheer Competition - Times TBD

Sunday - AmeriCheer Competition - Times TBD

Monday - Breakfast, Leave for Airport

<b>Cost per Student</b>	
<b>Package Amount \$ 20,000</b>	<b>Total per student = \$ 1,250</b>
<b>Or Breakdown Amount - Price per Student</b>	
<b>Travel/ Transportation</b>	<b>600.00 (approx)</b>
<b>Lodging</b>	<b>530.00</b>
<b>Breakfast (4 days)</b>	<b>32.00</b>
<b>Lunch (4 days)</b>	<b>40.00</b>
<b>Dinner (4 days)</b>	<b>48.00</b>
<b>Other Expenses (explanation)</b>	
<b>Cost of Trip per Student</b>	<b>1,250.00</b>
<b>Less Club Contribution</b>	<b>-750.00</b>
<b>Less Expected Fundraising</b>	<b>-</b>
<b>Final Cost to Student</b>	<b>= \$500.00</b>

Please print and sign this form once it is completed, and send it to your direct Supervisor (Building Principal, Athletic Director, Supervisor) for approval.

---

Name of Trip Coordinator

Signature of Trip Coordinator

---

Date

## General Trip Tips - Review Initially

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the *hotel safe*. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE or BUDDY!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
  - One suitcase to place under the bus.
  - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
  - Bring appropriate clothing for the trip.
  - A cell phone or watch. It is critical that you are always **ON TIME!**
  - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
  - Lunch each day
  - Snack throughout the day
  - Souvenirs

11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

## Flight Info!

Thursday, March 12

1:29 ROC to O'Hare  
3:38 to 7:28 pm MCO

Monday, March 16

5:33 MCO to CLT  
8:45 CLT to ROC → arrive 10:32 pm

United Airlines

# Chaperone Responsibilities

## THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

### KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, *no open speakers are permitted*.

### BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking roll call at designated areas and times, you should also remain in contact with your group at all times.

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

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

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

1. Immediately after attendance is taken on each bus
2. Upon arrival to each location- before students are allowed to unload
3. Every organized meal
4. After curfew
5. Other times as necessary

### ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as *leaders* of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.

# Canandaigua City School District Overnight Field Trip Approval

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

To be complete 6-8 months in advance

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

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

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

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

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

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

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

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

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## Office Use Only

Principal/ AD/ Supervisor

(Initial) CC (Final) AWC

Director of Transportation

(Initial) verbal SC (Final) 2/2/2026 Email from Seth to Approve

Assistant Superintendent for Instruction:

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

Superintendent:

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

Board of Education:

(Initial) 11/17/25  
PSunder (Final) \_\_\_\_\_

Fairfield Inn Boston Sudbury 738 Boston Post Rd. Sudbury MA 01776 Tel: 1-978-443-2223 email:  
<https://www.marriott.com>

**Refund Policy/ Insurance Information:**

Boosters provide full refund

*NO CHANGES*

**Below, please provide details of how your trip connects to your content area, program, or activity. Please include the educational outcomes that students will gain from the experience.**

This is a culture building piece for the boys lacrosse team

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

## **Canandaigua Academy Boys Lacrosse – Team Trip Itinerary**

**Destination:** Sudbury, Massachusetts

**Dates:** Thursday, March 20 – Friday, March 21, 2025

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### **Mode of Transportation**

**FLWT & FitzGerald Brothers Transportation**

PO Box 211, Geneva, NY 14456

 Tel: (315) 828-6289     Fax: (315) 362-9015


 [sales@fingerlakeswinery.com](mailto:sales@fingerlakeswinery.com)

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### **Accommodations**

**Fairfield Inn Boston Sudbury**

738 Boston Post Road, Sudbury, MA 01776

 (978) 443-1774

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### **Thursday, March 20 – Travel & Scrimmage Day**

**8:00 AM – Depart Canandaigua Academy**

- Team check-in, attendance, and equipment loading
- Travel via FLWT/FitzGerald Brothers Motorcoach
- Bring snacks, breakfast, and water for the trip

12:30 PM – Lunch stop (Springfield, MA area – TBD)

3:30 PM – Arrive in Sudbury, MA

- Check in at Fairfield Inn Boston Sudbury
- Team meeting and light stretch

5:30 PM – Depart for Lincoln-Sudbury Regional High School

6:00 PM – Scrimmage vs. Lincoln-Sudbury Regional High School

• 390 Lincoln Rd, Sudbury, MA

- Postgame: handshake, group photo, and brief recap

8:30 PM – Team dinner (restaurant TBD – likely pizza/pasta)

10:30 PM – Team curfew and room checks

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### Friday, March 21 – Practice & Return Travel

7:30 AM – Breakfast at hotel

9:00 AM – Light practice or recovery session (Lincoln-Sudbury turf, if available)

10:30 AM – Team meeting and leadership reflection

11:30 AM – Depart hotel for return to Canandaigua

12:30 PM – Lunch stop on route home

10:00 PM – Estimated arrival at Canandaigua Academy

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### Notes & Reminders

Cost per Student	
Package Amount: \$6,220	Total per student = %150
Or Breakdown Amount - Price per Student	

Travel/ Transportation	\$4,600
Lodging	\$1,620
Breakfast	
Lunch	
Dinner	
Other Expenses ( <i>explanation</i> )	
Cost of Trip per Student	\$250
<i>Less Club Contribution</i>	-\$100
<i>Less Expected Fundraising</i>	-
Final Cost to Student	= \$150

For meals on their own, money will be collected and then distributed back to students. Please print and sign this form once it is completed, and send it to your direct Supervisor (Building Principal, Athletic Director, Supervisor) for approval.

Deven York

*Deven York*

Name of Trip Coordinator  
10/29/25

Signature of Trip Coordinator

Date

## General Trip Tips - Review Initially

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel WITH A CHAPERONE or BUDDY!

7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. PACK:
  - One suitcase to place under the bus.
  - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
  - Bring appropriate clothing for the trip.
  - A cell phone or watch. It is critical that you are always ON TIME!
  - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
  - Lunch each day
  - Snack throughout the day
  - Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

# Chaperone Responsibilities

## THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

### KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, ***no open speakers are permitted.***

### BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking roll call at designated areas and times, you should also remain in contact with your group at all times.

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

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

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

1. Immediately after attendance is taken on each bus
2. Upon arrival to each location- before students are allowed to unload
3. Every organized meal
4. After curfew
5. Other times as necessary

### ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as ***leaders*** of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any-time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.

**COVER SHEET - Required for Initial Approval**  
**Please type into bold areas below - BE AS DETAILED AS POSSIBLE**

**Request for an Overnight Field Trip**

- Please complete this form in detail and attached accompanying documents
  - At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching Board approval, unless there is pre approval by the Superintendent
  - Should you have any questions regarding proper completion of the forms, please see your immediate Supervisor for assistance
- 

**Name of Group/Club, including building and grade level:**

Canandaigua Academy Varsity Girls Lacrosse

**Summary of Trip:**

The Canandaigua Varsity Girls Lacrosse team will be traveling to Long Island for an overnight team bonding and collegiate experience. Throughout the weekend, the team will play two competitive games, providing valuable early-season development and an opportunity to grow together on the field.

**Name of Trip Coordinator:**

Alyssa Zacharias, Varsity Head Coach

**Trip Coordinators Email:**

zacharias@canandaiguaschools.org

**Trip Coordinators Phone Number:**

585-301-6118

**Destination of Field Trip:**

Long Island: 101 Boulevard East, Yaphank NY 11980 US

**Departure Date and Approximate Departure Time:**

Saturday, March 28, 2026; ~~8:00am~~ **6:30 am**

**Return Date and Approximate Return Time:**

Monday, March 30, 2026; 11:00pm

**Number of Students Expected to Attend:**

18

**Number of Chaperones:**

4

**Mode of Transportation:**

Charter Bus through Fitzgerald Brothers Transportation

# Canandaigua City School District Overnight Field Trip Approval

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

To be complete 6-8 months in advance

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

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

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

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

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

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

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

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

---

## Office Use Only

Principal/ AD/ Supervisor

(Initial) \_\_\_\_\_ CC \_\_\_\_\_ (Final) CAUC

Director of Transportation

(Initial) verbaw SC (Final) 2/2/2026- Email from Seth to approve

Assistant Superintendent for Instruction:

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

Superintendent:

(Initial) [Signature] (Final) [Signature]

Board of Education:

(Initial) DS (Final) \_\_\_\_\_

11/17/2025

**Accommodations:**

Home2 Suites by Hilton Long Island Brookhaven  
101 Boulevard East, Yaphank NY 11980 US  
T: 1-631-775-1450  
<https://www.hilton.com/en/brands/home2-suites/>

*They will attend the game + see alums.*

**Refund Policy/ Insurance Information:**

We have obtained hotel and transportation insurance.

Below, please provide details of how your trip connects to your content area, program, or activity. Please include the educational outcomes that students will gain from the experience.

The Canandaigua Varsity Girls Lacrosse team will be traveling to Long Island for an overnight team bonding and collegiate experience. Throughout the weekend, the team will play two competitive games, providing valuable early-season development and an opportunity to grow together on the field.

~~A highlight of the trip will be attending a Division I women's lacrosse game at Stony Brook University, where our student-athletes will have the opportunity to cheer on a Canandaigua alum currently competing at the collegiate level. This experience will not only inspire our players, but also showcase the pathways and opportunities available through dedication to both academics and athletics.~~

~~Additionally, the team will participate in a guided campus tour at Stony Brook University. Players will be able to explore college life firsthand, gain insight into academic and athletic expectations beyond high school, and envision themselves as future collegiate student-athletes.~~

Overall, this trip is designed to strengthen team chemistry, foster leadership and responsibility, and provide a meaningful glimpse into life at the next level—both on and off the lacrosse field.

*NO longer taking campus tour*

Attach or copy/paste a detailed Itinerary Below

**Canandaigua Girls Lacrosse**

**Itinerary for Saturday, March 28, 2026:**

- 7:00am- Players drop off bags to stadium locker room to be checked by AD, bus inspection
- \*Carry-on bags checked as players load bus; students will bring their own breakfast/ snacks
- 8:00am- Depart for Vestal High School- 205 Woodlawn Dr, Vestal, NY 13850
- 10:30am- Arrive at Vestal High School- 205 Woodlawn Dr, Vestal, NY 13850
- 12:00pm Game vs Vestal High School *10 am*
- 2:00pm- Post-game snacks provided before loading bus
- 2:30pm- Depart for hotel- 101 Boulevard East, Yaphank NY 11980 US
- 6:00pm- Arrive at hotel- 101 Boulevard East, Yaphank NY 11980 US
- 6:30pm- Dinner provided at hotel in lobby conference room
- 10:00pm- Lights out

*change → game at vestal*

**Itinerary for Sunday, March 29, 2026:**

- 8:00am- Wake up call
- 8:30am- Breakfast included at hotel
- 10:30am- Depart for Stony Brook University- 100 Nicolls Road, Stony Brook, NY 11790
- 11:00am- Arrive at Stony Brook University- 100 Nicolls Road, Stony Brook, NY 11790

# General Trip Tips - Review Initially

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the *hotel safe*. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE or BUDDY!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
  - One suitcase to place under the bus.
  - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
  - Bring appropriate clothing for the trip.
  - A cell phone or watch. It is critical that you are always **ON TIME!**
  - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
  - Lunch each day
  - Snack throughout the day
  - Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

# Chaperone Responsibilities

## THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

### KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
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3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, ***no open speakers are permitted.***

### BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking roll call at designated areas and times, you should also remain in contact with your group at all times.

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

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

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

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3. Every organized meal
4. After curfew
5. Other times as necessary

### ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as ***leaders*** of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.

Monday, January 26, 2026

Varsity Girls Lacrosse Families,

The Canandaigua Varsity Girls Lacrosse team will be traveling to Long Island for an overnight team bonding and collegiate experience from Saturday, March 28 through Monday, March 30. Throughout the weekend, the team will play two competitive games, providing valuable early-season development and an opportunity to grow together on the field.

A highlight of the trip will be attending a Division I women's lacrosse game at Stony Brook University, where our student-athletes will have the opportunity to cheer on a Canandaigua alum currently competing at the collegiate level. This experience will not only inspire our players, but also showcase the pathways and opportunities available through dedication to both academics and athletics. While on campus, student-athletes will be able to explore college life firsthand, gain insight into academic and athletic expectations beyond high school, and envision themselves as future collegiate student-athletes.

Overall, this trip is designed to strengthen team chemistry, foster leadership and responsibility, and provide a meaningful glimpse into life at the next level—both on and off the lacrosse field.

The cost of the trip will be \$200 per player, which will cover transportation, lodging, planned team activities, and most meals. Payment options will be available to support families as needed. For families who plan to attend the games, a block of hotel rooms have been reserved at the following hotel:

Home2 Suites by Hilton Long Island Brookhaven

101 Boulevard East, Yaphank NY 11980 US

T: 1-631-775-1450

<https://www.hilton.com/en/brands/home2-suites/>

We look forward to sharing additional information at our upcoming parent meeting.

Sincerely,

Alyssa Zacharias

Added

**COVER SHEET - Required for Initial Approval**  
**Please type into bold areas below - BE AS DETAILED AS POSSIBLE**

**Request for an Overnight Field Trip**

- Please complete this form in detail and attached accompanying documents
  - At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching Board approval, unless there is pre approval by the Superintendent
  - Should you have any questions regarding proper completion of the forms, please see your immediate Supervisor for assistance
- 

**Name of Group/Club, including building and grade level:**

Canandaigua Varsity Baseball Spring Trip

**Summary of Trip:**

We will take the varsity baseball team to Orlando, Fla to play against schools from around the country. We have been doing this every other year for the past 20 years

**Name of Trip Coordinator:**

Dale Werth and Baseball Booster Club

**Trip Coordinators Email:**

WerthD@canandaiguaschools.org

**Trip Coordinators Phone Number:**

585-397-3877

**Destination of Field Trip:**

Disney Spring Training, Orlando, Fla

<https://www.espnwos.com/events/competitive-sports/disney-college-spring-training/planning-tools/>

**Departure Date and Approximate Departure Time:**

Friday 3/27/26. Flights out of Buffalo in the AM are the best price as of right now, but we haven't booked yet

**Return Date and Approximate Return Time:**

Wednesday 4/1/26. Flights TBD

**Number of Students Expected to Attend:**

15-20 depending on the varsity baseball roster

**Number of Chaperones:**

3

**Mode of Transportation:**

Flights & busing once in Orlando

**Accommodations: Disney Coronado Springs Hotel**

1001 W Buena Vista Dr, Lake Buena Vista, FL 32830

(407) 934-7639

[https://disneyworld.disney.go.com/resorts/coronado-springs-resort/?CMP=OKC-80010396\\_GM\\_WDW\\_resort\\_disneyscoronadospringsresort\\_NA](https://disneyworld.disney.go.com/resorts/coronado-springs-resort/?CMP=OKC-80010396_GM_WDW_resort_disneyscoronadospringsresort_NA)

# Canandaigua City School District

## Overnight Field Trip Approval

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

To be complete 6-8 months in advance

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

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

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- Must submit: Parent Meeting and Parent Letter Information
- Must submit: A full detailed itinerary of the trip
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### Documents for Distribution to Families - Distributed by the Advisor/ Coach/ Teacher

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

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

---

### Office Use Only

Principal/ AD/ Supervisor

(Initial) CAWC (Final) CAWC

Director of Transportation - No bus

Assistant Superintendent for Instruction:

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

Superintendent:

(Initial) JA (Final) JA

Board of Education:

(Initial) 10/20/25  
DS (Final) \_\_\_\_\_

Cost per Student	
Package Amount	Total per student = \$2188.79
Or Breakdown Amount - Price per Student	
Travel/ Transportation	\$606.80 jet blue
Lodging	included
Breakfast	included
Lunch	included
Dinner	included
Other Expenses (explanation)	
Cost of Trip per Student	\$2188.79
Less Club Contribution	- Fundraising provided so it varies per student
Less Expected Fundraising	-
<b>Final Cost to Student</b>	<b>= \$2188.79 or less.</b>

Dale Werth \_\_\_\_\_

Name of Trip Coordinator

Signature of Trip Coordinator

\_\_\_\_\_ 9/4/26 \_\_\_\_\_

Date

## General Trip Tips - Review Initially

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
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9. PACK:

- One suitcase to place under the bus.
- One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
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10. Budget money for:

- Lunch each day
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# Chaperone Responsibilities

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5. Other times as necessary

### ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as *leaders* of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.

# Chaperone Responsibilities

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3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the *hotel safe*. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE** or **BUDDY**!
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
  - One suitcase to place under the bus.
  - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
  - Bring appropriate clothing for the trip.
  - A cell phone or watch. It is critical that you are always **ON TIME!**
  - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
  - Lunch each day
  - Snack throughout the day
  - Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

<b>Cost per Student</b>	
<b>Package Amount</b>	<b>Total per student = \$769</b>
<b>Or Breakdown Amount - Price per Student</b>	
<b>Travel/ Transportation</b>	
<b>Lodging</b>	
<b>Breakfast</b>	
<b>Lunch</b>	
<b>Dinner</b>	
<b>Other Expenses (<i>explanation</i>)</b>	
<b>Cost of Trip per Student</b>	<b>799</b>
<b><i>Less Club Contribution</i></b>	<b>39 (class is paying the tip)</b>
<b><i>Less Expected Fundraising</i></b>	
<b>Final Cost to Student</b>	<b>= \$769</b>

**For meals on their own, money will be collected and then distributed back to students. Please print and sign this form once it is completed, and send it to your direct Supervisor (Building Principal, Athletic Director, Supervisor) for approval.**

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

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

\_\_\_\_\_  
Date

**Number of Chaperones:**

1 for every 10 students

**Mode of Transportation:**

**Motorcoach with Niagara Scenic Tours**

**Accommodations:**

Manhattan at Times Square Hotel  
790 7th Ave, New York, NY 10019

**Refund Policy/ Insurance Information:**

**Traveler Cancellation & Refund Policy** All cancellations must be made in writing to Group Tours and indicate the traveler's name and group/trip name. Cancellation notices are accepted by mail or email at [office@grouptoursinc.com](mailto:office@grouptoursinc.com). Refunds will be issued 30 days from the date the cancellation notice is received. Cancellations are subject to the following penalties: on or before May 30, \$50.00 penalty; June 1-July 31 \$250.00 penalty; Aug 1-Sept. 15 \$450.00 penalty; on or after Sept. 16: 100% penalty (no refund unless a substitution is made).

**Below, please provide details of how your trip connects to your content area, program, or activity. Please include the educational outcomes that students will gain from the experience.**

- **One goal is for the senior class to develop and solidify social bonds through this trip.**
- **Another is for them to apply their social emotional learning: "the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions."**
- **Also, students will attend a Broadway play, which will allow them to**
  - **Analyze how complex characters develop throughout the play and contribute to themes.**
  - **Analyze the structure and plot of the play, considering how elements contribute to meaning.**
  - **Experience a professional performance and prepare them to participate in conversations evaluating the performance, critiquing the aesthetics of the technical elements, and responding to their experience to develop criteria for artistic choices.**
- **Students will visit a museum – The American Museum of Natural History or the Metropolitan Museum of Art, which will allow them to**
  - **Interact with collections containing over 32 million specimens of plants, humans, animals, fossils, minerals, rocks, meteorites, and human cultural artifacts, as well as a planetarium and library**  
**Or**
  - **Interact with one of the most comprehensive collections of over two million works spanning 5,000 years of global culture, from ancient artifacts to modern masterpieces, offering vast collections across several departments, such as African Art, Ancient American Art, Asian Art, Egyptian Art, European Paintings, Greek and Roman Art, Islamic Art, Medieval Art, Modern and Contemporary Art, and more.**

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

Insert Itinerary

## COVER SHEET - Required for Initial Approval

Please type into bold areas below - BE AS DETAILED AS POSSIBLE

### Request for an Overnight Field Trip

- Please complete this form in detail and attached accompanying documents
- At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching Board approval, unless there is pre approval by the Superintendent
- Should you have any questions regarding proper completion of the forms, please see your immediate Supervisor for assistance

---

### Name of Group/Club, including building and grade level:

Class of 2027

### Summary of Trip:

Senior trip in NYC –

**Price Includes:** Motorcoach transportation throughout; accommodations for two nights at the Manhattan at Times Square Hotel (or similar) with quad/triple occupancy for students, and double occupancy for group leaders; 2 breakfasts (bagel & juice delivery at hotel with group), 2 dinners (family-style Italian dinner at Carmines & buffet dinner on dance cruise); admission to the Top of the Rock & one museum as indicated; services of a full time tour manager and school teacher chaperones (1 per 10 travelers); private night time security guards at the hotel (8hrs/nt. *Show ticket funded by BOCES Arts in Education Grant*)

**Not Included:** Lunches, dinner on return, spending money, luggage handling, anything not specifically listed above.

### Name of Trip Coordinator:

Group Tours, Inc.

### Trip Coordinators Email:

Rachel@grouptoursinc.com

### Trip Coordinators Phone Number:

(585) 697-3590

### Destination of Field Trip:

New York City

### Departure Date and Approximate Departure Time:

November 14 7 a.m.

### Return Date and Approximate Return Time:

November 16 9 p.m.

### Number of Students Expected to Attend:

100+

# Canandaigua City School District

## Overnight Field Trip Approval

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

To be complete 6-8 months in advance

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

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

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

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

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

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

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

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

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### Office Use Only

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

Big firm capability. Small firm personality.

# THE BONADIO GROUP

Accounting, Consulting & More

# Canandaigua City School District

*Independent Internal Control  
Risk Assessment Report*

*For the year ended June 30, 2026*

877.917.3077 | [bonadio.com](http://bonadio.com) | [f](#) [x](#) [in](#) [ig](#)

February 6, 2026

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

Dear Audit Committee Members:

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

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

The content of this report is intended to provide the Audit Committee with the baseline information necessary to understand the risks and if deemed necessary develop, approve and implement an Internal Audit Work Plan for the fiscal year 2026.

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

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

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

Very truly yours,  
BONADIO & CO., LLP



Timothy Doyle, CPA  
Partner

171 Sully's Trail  
Pittsford, NY 14534  
p (585) 381-1000  
f (585) 381-3131

[www.bonadio.com](http://www.bonadio.com)



01

**Executive  
Summary**

## Executive Summary

In 2005 the NYS Legislature issued school districts accountability laws, pursuant to Chapter 263 of the Laws of 2005 (the Act), regarding increased oversight over public schools, charter schools and BOCES. As part of the new laws, school districts were required to implement an Internal Audit function and form an Audit Committee with oversight responsibilities which included appointment of an internal auditor and review of the internal audit results with the appointed auditor.

The District appointed Bonadio & Co, LLP as their internal audit consultants to perform an initial annual risk assessment, subsequent updates to that risk assessment and develop a proposed audit work plan based on the high risk areas identified and then to assist in the development of the scope and timing of the internal audit areas based on the approval of the District Audit Committee.

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

A summary of this risk assessment by control cycle is included below and a detailed assessment for each area can be found on the pages that follow.

Business Cycle Area	Current Year Overall Risk	Prior Year Overall Risk
Centralized Cash Receipts and Banking	Low	Low
Revenue, Billings and Receivables	Low	Low
Capital Assets and Capital Projects	Moderate	Low
Payroll and Human Resources	Low	Low
Purchasing and Cash Disbursements	High	Moderate
Information Technology (IT)	Moderate	Moderate
Debt Activities	Low	Low
General Ledger and Financial Reporting	Moderate	Moderate
School Lunch Activities	Low	Low
Grants – Federal and State	Low	Low
State and Federal Aid	Low	Low
Extracurricular Activity Funds (ECA)	Moderate	Moderate
Facilities and Maintenance	Low	Low
Transportation	Low	Low

### Key findings include:

- We did not observe any findings that require a corrective action plan.

### Key recommendations include:

- Strengthening policy documentation and mitigating turnover-related control risks
- Testing and training associated with the implementation of new software, as well as the automation of processes
- Improvement of extracurricular activity documentation related to fundraiser profit and loss statements

A hand in a white glove is shown holding a wooden block. The background is a blurred white surface. Below the hand, several other wooden blocks are arranged on a blue surface. The overall scene suggests a process of building or construction.

02

## **Risk Assessment and Internal Audit Strategy**

## Risk Assessment and Internal Audit Strategy

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### Objective

The objective of this risk assessment is to meet the requirements of the 2005 Schools Accountability legislation by conducting an annual Risk Assessment. We relied on interviews with personnel, onsite observations, external audit reports, review of board minutes, status of prior audit findings and recommendations and District policies and amendments.

### Risk Assessment Performed

We conducted our risk assessment of key areas and transactions in order to assess risk for each of the significant transaction cycles and functional responsibilities. This information will be shared and discussed with the Audit Committee and Administration to identify high-risk areas that may need further review.

Throughout our interviews and testing, we discussed controls as they stand today and what changes have occurred during the testing period. Our testing of those controls included a sample of transactions that spanned the testing period.

The District's risk assessment was conducted through structured interviews and targeted testing of key control transactions. We identified key risk areas or circumstances that could significantly prevent the District from effectively achieving its goals. Each risk was evaluated as to whether its potential effect would be low, moderate, or high. We obtained an understanding of Administration's attitude, awareness and actions concerning internal control. We assessed the "tone at the top" regarding internal control and developed our risk assessment accordingly.

# Risk Assessment and Internal Audit Strategy

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## Transaction Cycles and Functions Subject to Risk Assessment

We determined the control objectives, risk, and control activities associated with each of the following transaction cycles or functions identified to determine the nature, timing and extent of internal auditing procedures necessary for conducting the internal audit work.

The following transaction cycles and functional responsibilities were reviewed:

- Centralized cash receipts and banking
- Revenues, billings and receivables
- Capital assets and Capital Projects
- Payroll and human resources
- Purchasing and cash disbursements
- Information Technology (IT)
- Debt Activities
- General ledger and financial reporting
- School lunch activities
- Grants- Federal and State
- State and Federal Aid
- Extraclassroom activity/ Fund (ECA)
- Facilities and maintenance
- Transportation

In addition, we assessed the adequacy of accounting policies and governance through audit inquiries, observations and discussions with Administration and other District personnel.

The concept of materiality is intrinsic to the risk assessment of the District. The areas of the District that deal with more significant dollars or a higher volume of transactions may score as higher risk. The scope is primarily risk-based and is organized around the District's major internal control cycles. Inherent risk relates to the environment both in and around the District and therefore, the District has less influence on these risks. Control risk relates to the District's internal controls and demonstrate the level at which the controls are designed and operating to lower the District's overall risk, whereby a low control risk demonstrates that the District's controls are well designed and operating effectively to lower risk.

# 03

## Risk Assessment Summary

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The pages that follow summarize our evaluation of each of the transaction cycles and functional responsibilities we considered.

The attached appendix provides background and definitions to the risk categories used.

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
Centralized Cash Receipts and Banking	Low	Low	Moderate	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Cash is not complex, and the value of cash is fixed.
- Main personnel involved in this area have been performing their duties for several years.

#### Factors that increase Inherent Risk

- Cash is susceptible to misstatement due to the potential for human error and fraud.
- There is a high volume of cash receipts and banking transactions.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Based on walkthroughs performed during our risk assessment, we found no exceptions related to the centralized cash receipts or bank reconciliation processes.
- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training.
- Interbank transfers require dual authorization.
- Controls over cash receipts and banking are properly segregated.
- The Treasurer downloads and prints bank statements, prepares all bank reconciliations, and then submits them to the Assistant Superintendent for Business for review and approval. Both the Treasurer and the Assistant Superintendent formally sign off and date the reconciliations before they are compiled for the Treasurer's Report and presented to the Board.

#### Factors that increase Control Risk

- No significant factors noted.

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
Revenues, Billings and Receivables	Low	Low	High	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main personnel involved in this area have been performing their duties for several years.
- The majority of the District's revenue is received from property taxes.

#### Factors that increase Inherent Risk

- Susceptibility to fraud or error due to the high volume of transactions.
- Complexity of billing.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training.
- The District has a bonded courier that transports collected funds to the bank.

#### Factors that increase Control Risk

- Based on discussions with accounts receivable personnel, formal procedures are not in place to collect past due receivables. **R-001**
- There are currently manual processes for billings and receivables. Per our interviews with relevant personnel, it was noted that there may be room for the District to further streamline processes by expanding the capabilities of the District's newer Droplet software. **R-002**

# Risk Assessment Summary

Audit Area	Risk Assessment				
Capital Assets and Capital Projects	Inherent	Control	Materiality	CY Overall	PY Overall
	Moderate	Low	Moderate	Moderate	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Many Capital Assets and Capital Projects relate to large dollar items concentrated in a few items such as Buildings and improvements which are not “walkable”.
- Main personnel involved in this area have been performing their duties for several years.

#### Factors that increase Inherent Risk

- Significant estimates are involved with this area.
- The District finished a capital project in the prior year and is preparing for another one that is set to begin in the summer of 2026.
- Some capital assets are susceptible to theft, damage, and obsolescence.
- Complexity and cost of capital projects.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training.
- The District has a tagging system to track and maintain their capital assets listing.
- The District has a central receiving facility for ordered goods.
- During our analysis of capital assets, we noted that the District last performed an inventory of their fixed assets during the 2024-25 school year and has already planned to conduct their next full fixed asset inventory during the 2027-28 school year.

#### Factors that increase Control Risk

- No significant factors noted

# Risk Assessment Summary

Audit Area	Risk Assessment				
Payroll and Human Resources	Inherent	Control	Materiality	CY Overall	PY Overall
	Moderate	Low	High	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main payroll and HR personnel have been performing their duties for several years.

#### Factors that increase Inherent Risk

- Payroll is the largest expenditure of the District. There is a high volume of payroll transactions, as well as several collective bargaining unit agreements. Also, there are significant estimates involved in year-end reporting.
- Based on discussions with main payroll and HR personnel, it was noted that the District has started to implement more electronic processes in this area in the last year with software such as Droplet and Softdocs. Staff are currently in the process of scanning existing paper payroll forms into a DocuScan software and are considering transitioning to electronic personnel files as well. **R-002**

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Based on walkthroughs performed during our risk assessment, we found no exceptions related to the payroll process.
- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training. Employees have also been cross trained in many duties.

#### Factors that increase Control Risk

- Based on our internal audit related to vendor classifications and 1099 filings for the 2024-25 fiscal year, we noted exceptions related to one incomplete W-9 form on file, three instances of 1099 eligible vendors having a variance between the amount recorded on their 1099 and the District’s vendor expense report, and two instances of vendors being paid without a W-9 form on file. Per review of the District’s corrective action plan, the District is working to address these findings and improve their processes.

# Risk Assessment Summary

Audit Area	Risk Assessment				
Purchasing and Cash Disbursements	Inherent	Control	Materiality	CY Overall	PY Overall
	High	Moderate	Moderate	High	Moderate

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main accounts payable staff have been in this role and performing their duties for several years.

#### Factors that increase Inherent Risk

- The Claims Auditor is new to the position and is still learning their duties. **R-001**
- High volume of purchasing and cash disbursement transactions.
- Susceptibility of errors and fraud for unauthorized payments due to liquidity of cash in cash disbursement transactions.
- Per discussions with accounts payable personnel, it was noted that the District has been moving towards more paperless processes in this area recently with the implementation and expansion of their Droplet software. **R-002**

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Based on walkthroughs performed during our risk assessment, we found no exceptions related to the cash disbursements process.
- There appears to be proper segregation of duties involved in the procurement and cash disbursement processes.
- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training. Employees have also been cross trained in many duties.
- The vendor listing is reviewed annually.

#### Factors that increase Control Risk

- Per review of the external auditor’s management letter for the 2024-25 audit, there was a current year deficiency in internal control related to two contractors lacking written agreements outlining the contracted services. We note that the District has been working to address this finding.

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
Information Technology (IT)	Moderate	High	High	Moderate	Moderate

### Contributing factors in our Risk Assessment

#### Factors contributing to our assessment of Inherent Risk

##### Factors that lower Inherent Risk

- Main personnel involved in this area have been performing their duties for several years.

##### Factors that increase Inherent Risk

- Data breach and phishing attacks are always a risk in compromising employees and student information.
- The District continuously monitors and reviews controls and safeguards over their information technology system. However, given the increasing reliance on technology in carrying out not only financial processes, but educational processes, and the numerous amounts of confidential and necessary data maintained by the District, the District should consider a review of their IT system for possible weaknesses on an ongoing basis.
- District implemented and expanded new software programs recently to help with processes across the District, such as Droplet and SoftDocs. [R-002](#)

#### Factors contributing to our assessment of Control Risk

##### Factors that lower Control Risk

- The District has a disaster recovery plan and incident response plan in place, and backups are regularly performed.
- Many IT department workers are cross-trained in duties, receive ongoing training, and have adequate policies and procedures to refer to when needed.

##### Factors that increase Control Risk

- The District does not currently have a schedule to review user access rights at the network or application level.

**We welcome the opportunity for our Foxpointe team to engage directly with the BOCES IT team regarding these matters. To protect the integrity of your IT controls and minimize potential security risks, we have intentionally omitted specific technical details from this report.**

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
Debt Activities	Low	Low	Low	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main personnel involved in this area have been performing their duties for several years.

#### Factors that increase Inherent Risk

- Risk of error or fraud in recording and reporting complex debt information.
- Per discussions with business office staff, the District will be issuing debt for their upcoming capital project.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Debt payments are supported by financial advisor–provided schedules, calendar reminders, and independent tracking maintained by both the business office, helping ensure payments are made timely.
- Debt is approved by the Board.

#### Factors that increase Control Risk

- No significant factors noted.

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
General Ledger and Financial Reporting	Low	Low	High	Moderate	Moderate

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main personnel involved in this area have been performing their duties for several years.

#### Factors that increase Inherent Risk

- There are complex accounting standards related to financial reporting for OPEB, pension and compensated absences.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training.
- Employees have also been cross trained in many duties.
- Proper financial reporting is an important responsibility of the District. Financial data is reviewed by multiple employees in the district and by the Board of Education. The financial statements are audited annually.
- Reserves are monitored and adjusted annually by action of both voters and the Board.

#### Factors that increase Control Risk

- There are significant estimates involved in year-end reporting, as well as cut-off considerations.

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
School Lunch Activities	Low	Moderate	Low	Low	Low

### Contributing factors in our Risk Assessment

#### Factors contributing to our assessment of Inherent Risk

##### Factors that lower Inherent Risk

- Main personnel involved in this area have been performing their duties for several years.
- Added additional position to help monitor food services.

##### Factors that increase Inherent Risk

- No significant factors noted.

#### Factors contributing to our assessment of Control Risk

##### Factors that lower Control Risk

- Inventory is tracked twice a year, inventory is locked up with limited access, and current District processes in place have resulted in limited waste.
- Cafeteria revenue is mostly composed of student accounts through MySchoolBucks rather than physical cash as a result of new state-wide free breakfast and lunch programs. Any cash collected is brought to the bank by the District's courier daily and backup is double checked the next day.

##### Factors that increase Control Risk

- Based on our review of the 2024-25 NYSED Administrative Review Summary of Findings regarding the District's food service programs, we note there were findings in the prior year related to meal counting, meal components and quantities, and the Buy American provision. Per discussions with the Food Service Director, the District has worked to address these findings.
- Per review of the external auditor's management letter for the 2024-25 audit, there was a prior year deficiency pending corrective action noted related to the School Lunch Program operating at a surplus with a fund balance in excess of the six-month average expenditure level recommended by federal regulations. We note that the District is currently monitoring the fund balance and working to address this finding.
- Per discussions with management, there is no formal process around recording inventory that has spoiled or is set for disposal. **R-001**

## Risk Assessment Summary

Audit Area	Risk Assessment				
Grants - Federal and State	Inherent	Control	Materiality	CY Overall	PY Overall
	Low	Low	Moderate	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main personnel involved in this area have been performing their duties for several years.
- Majority of the District's revenue is from taxes.

#### Factors that increase Inherent Risk

- Grants are complex and have compliance and other regulations.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- The external audit draft Report on Compliance for Each Major Federal Program for FYE 24-25 did not note any control deficiencies.

#### Factors that increase Control Risk

- No significant factors noted.

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
State and Federal Aid	Low	Low	Moderate	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Majority of the District's revenue is from taxes.

#### Factors that increase Inherent Risk

- State and federal aid is complex and based upon calculations and other criteria, as well as having compliance and other regulations.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- The State provides reports to the District detailing the aid to be received by the district as well as any adjustments to that aid. Proper controls appear to be in place to ensure that the District is properly recording and safeguarding state aid.
- Expenditures are also monitored and approved by the State to ensure they are meeting the compliance requirements. The district is monitoring any potential changes to the Foundation Aid formula and are maintaining budget assumptions accordingly.
- The District monitors funds monthly and draws down when possible.

#### Factors that increase Control Risk

- No significant factors noted.

# Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
Extraclassroom Activities	Moderate	High	Low	Moderate	Moderate

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- ECA Treasurer has been in this role for several years.

#### Factors that increase Inherent Risk

- Susceptibility to fraud or error due to the nature of the funds including a high volume of cash receipts and activities administered, accounted for and reported by multiple clubs with students in a learning environment.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Based on walkthroughs performed during our risk assessment, we found no exceptions related to the processes around extraclassroom cash disbursements and cash receipts.
- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training.
- ECA Treasurer is providing annual training to faculty advisors.

#### Factors that increase Control Risk

- Based on our review of the draft external audit over extraclassroom activity funds for the year ended June 30, 2025, a qualified opinion was issued related to limited internal controls over cash receipts from the point of collection to the time of submission to the Central Treasurer.
- Based on our review of the draft Management Letter for the fiscal year ended June 30, 2025, the District's external auditors restated prior year deficiencies related to one instance of untimely deposits of cash receipts and a lack of required profit and loss statements for two fundraisers. The external auditors also noted current year deficiencies related to untimely bank deposits and missing profit and loss statements. We note the District is working to address these issues.
- Per our interview with the ECA Treasurer, it was noted that sometimes clubs need to be followed up with regarding the lack of or inaccuracies of required fundraiser profit and loss statements. **R-003**

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
Facilities and Maintenance	Moderate	Low	Moderate	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main personnel in this area have been performing their duties for several years.

#### Factors that increase Inherent Risk

- Complex regulations and the physical safety in managing infrastructure and related operations.
- Personnel are currently preparing for an upcoming capital project.
- The District is preparing to undertake a large capital project that includes multiple facility renovations and upgrades, indicating significant upcoming changes to campus infrastructure.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- Based on discussions with management, it appears the District has proper controls around procuring, receiving, maintaining, recording and reporting on its facilities and maintenance activities.
- Staff have adequate policies and procedures to refer to when needed and receive ongoing training.
- All supplies are locked up with limited keycard access and monitored by building cameras.

#### Factors that increase Control Risk

- Based on discussions with facilities personnel, it was noted that this department could improve upon some of their policies and procedures with more standardization and updates, such as formalizing the monitoring of inventory. **R-001**

## Risk Assessment Summary

Audit Area	Risk Assessment				
	Inherent	Control	Materiality	CY Overall	PY Overall
Transportation	Moderate	Low	Moderate	Low	Low

## Contributing factors in our Risk Assessment

### Factors contributing to our assessment of Inherent Risk

#### Factors that lower Inherent Risk

- Main personnel in this area have been performing their duties for several years.

#### Factors that increase Inherent Risk

- There is a state-wide shortage of bus drivers. The District is struggling with retaining bus drivers and monitors. As a result, some routes have had to be cut and consolidated, and office staff have had to assist with transports.
- NYS state zero emission bus law in effect by 2035. The District will need to acquire electric buses, and it is becoming apparent that they may need to address possibly necessary indoor bus storage and charging structural changes.

### Factors contributing to our assessment of Control Risk

#### Factors that lower Control Risk

- The District has taken steps to address the requirements of the state's electric bus mandate, including committing to two new electric buses this fiscal year and have an outdoor charging unit.
- Inventory is locked up with limited access and monitored by security cameras.
- Staff have access to adequate policies and procedures and reported during interviews that they receive ongoing training.

#### Factors that increase Control Risk

- No significant factors noted.

A hand in a white shirt cuff is shown balancing several wooden blocks on a surface. The background is a soft, out-of-focus white. The lower half of the image is a solid dark blue overlay.

**04**

**Internal Audit  
Work Plan**

## Internal Audit Work Plan

The internal audit work plan summarized below, illustrates possible audits for the 2026-2028 fiscal years for approval by the Audit Committee. The District is required to performed a reassessment of risk on an annual basis. The results of the annual reassessment will be the basis for identifying audit priorities and determining the internal audit plan in future years. These priorities will be reviewed with the District's Audit Committee Members and readjusted accordingly, if necessary. Included in the summary are the annual risk assessment, identified high-risk areas, and other areas.

Business Cycle Area	Previous Audits			Suggested Future Audits		
	2023	2024	2025	2026	2027	2028
Payroll, Onboarding, and Deductions				X		
Detailed IT Review	X					X
Review of Claims Audit Process					X	
Procurement				X		
Capital Projects/ Capital Assets					X	
1099 and IRS Compliance			X			
Extracurricular Activity Funds						X
Federal and State Aid		X				

### Recommendation

We recommend the Audit Committee, select an area or areas from the attached detailed workplan for testing in the fiscal year ending 2026. Additional areas may include department or program specific areas to test in the categories above.

# 05

## Findings

During the current risk assessment update, we identified the following findings. Findings are the result of an auditor's evaluation of collected evidence against established audit criteria, indicating conformity or non-conformity in a system or process. These Findings represent our observations in connection with the risk assessment services performed.

**Any findings noted in this section of this report require a corrective action plan (CAP).**

## Findings

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We did not observe any findings that require a corrective action plan.

# 06

## Recommendations

During the current risk assessment update, we identified the following recommendations. Our recommendations are suggested improvements in your control environment that offer opportunities for improvement. These observations can improve the effectiveness and efficiency of your control environment but do not indicate an internal control weakness. These recommendations represent our observations in connection with the risk assessment services performed.

**Pursuant to Commissioner's Regulations 170.12\_(e)(4)(i), we do not consider these recommendations and / or suggestion to be findings or require a corrective action plan.**

*Bonadio has the resources and would be happy to assist you with any of these recommendations.*

## Recommendations

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# Strengthening Policy Documentation and Mitigating Turnover-Related Control Risks:

### Recommendation #R-001:

Recent turnover in key operational roles such as, the Claims Auditor, has introduced additional control risk as new personnel continue to learn and assume their responsibilities. While staff reported feeling supported through available training and updated guidance, several critical processes remain informally documented or are undergoing revision. These include procedures related to collecting past-due receivables, monitoring and documenting inventory (such as food service spoilage), and other finance-related workflows.

We recommend that the District formalize, comprehensively document, and routinely update all key policies and procedures across business office and operational departments. Documentation should include clear steps, responsible parties, timelines, and reporting mechanisms. The District should also continue to provide ongoing training to ensure staff understand and consistently apply these procedures.

Additionally, periods of role turnover present an ideal opportunity for incoming staff to review existing processes for clarity, completeness, and relevance. The District should leverage this transition period to identify gaps, update outdated materials, and strengthen continuity to reduce the risk of operational disruption when personnel changes occur.

## Recommendations

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# Implementation of New Software and Automation of Processes:

### Recommendation #R-002:

Per discussions with relevant personnel, we noted the District implemented and expanded new software programs recently to help with processes across the District, such as Droplet and SoftDocs..

The District has been moving towards more paperless purchasing processes recently with the implementation and expansion of their Droplet software. Furthermore, payroll staff are currently in the process of scanning existing paper payroll forms into a SoftDocs software and are considering transitioning to electronic personnel files, as well.

To combat risks that come with a new system, we recommend that training be designed and scheduled for employees who will use the system. We also recommend management monitor effectiveness and accuracy of information and conduct periodic tests of new related policies and procedures to ensure adequacy.

It was also mentioned that there are currently manual processes in place for billings and receivables and the District has considered expanding Droplet for these procedures.

We recommend the District review the capabilities of nVision and/or other software programs that may sync to their financial software to further leverage potential opportunities that will streamline processes by decreasing reliance on paper, minimizing human error, and improving efficiencies in vital processes.

## Recommendations

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### Extraclassroom Activity:

#### Recommendation #R-003:

During our interview with the Extraclassroom Activity (ECA) Treasurer, it was noted that clubs occasionally submit fundraiser profit and loss statements that are incomplete, inaccurate, or submitted late, requiring additional follow-up.

To strengthen compliance and reduce the administrative burden on the ECA Treasurer, we recommend that the District emphasize the importance of accurate and timely completion of profit and loss statements as a key component of the annual training provided to faculty advisors and student officers. Training should include:

- Clear expectations for documenting beginning cash, expenses, revenue, and ending balances;
- Step-by-step examples of properly completed forms;
- Common errors observed during prior years;
- Deadlines for submission; and
- Consequences of non-compliance, including impacts on club reconciliation and audit findings.

Reinforcing these requirements annually will help ensure consistent application of ECA procedures, strengthen cash accountability, and support compliance with NYSED and OSC requirements for safeguarding student-raised funds.

# 07

## Appendix

- 
- Definition of Internal Control
  - Risk Assessment
  - Internal Audit Process

## Appendix

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### Definition of Internal Control

Internal control is a management process designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations.
- Reliability of financial reporting.
- Compliance with applicable laws and regulations.

This definition reflects certain fundamental concepts:

- Internal control is an ongoing process.
- Internal control is performed and maintained by the actions of the District personnel. It is not merely policy manuals and forms, but people functioning at every level of the District.
- Internal control is geared to achieve objectives in several overlapping categories- Operations, Finance, and Compliance.
- Internal control can be expected to provide only reasonable assurance to the District administration and Board regarding achievement of operational, financial reporting, and compliance objectives.

Effective administration of a strong internal control environment involves proper planning, execution, and ongoing monitoring of activities. Internal control is a tool used to protect the District assets from intentional or unintentional loss.

## Appendix

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### Risk Assessment

Risk assessment is defined as the identification and analysis of relevant risks in the achievement of the objectives, forming the basis for determining how the risks should be managed. Risk assessment is one of the five elements of internal control, which are described in the appendix of this report. The other components include control environment, control activities, information and communication, and monitoring. Objective setting is necessary for assessment.

Control activities are closely related to the risks in the Districts. Examples of control activities are policies, authorization, financial information reconciliations, asset verifications, and appropriate segregation and delegation of duties within the business operations of the. Control activities are either **preventive** or **detective** in nature and need to be evaluated as to benefits to the District and/or associated costs to the District.

Risk arises out of uncertainty, from either internal or external sources. As a result of pursuing or not pursuing a particular course of action, there is the possibility of economic/financial loss or gain, physical damage, injury or delay. Risk is defined as the chance of something happening that will have an adverse impact upon the achievement of objectives.

There will always be some risk involved in anything an individual chooses. The choice is between the actions we dare to take, given the level of risk we will accept and the level of remediation we will attempt to treat.

Risk has two key elements: the **likelihood** of something happening and the **consequences** if it happens. The level of risk is the relationship between the likelihood of something happening and the consequences if it does. Action taken to address the level of risk must address the likelihood of the event occurring, or the consequences if it does occur, or both.

## Appendix

### Internal Audit Process

Although every audit and each organization is unique, the internal audit development process is similar for most engagements and normally consists of five stages:

1. Planning
2. Survey
3. Fieldwork
4. Reporting
5. Ongoing monitoring, follow-up and corrective action

These stages are described in more detail further in Section III. The active involvement of the District personnel is critical at each stage of the process and involves a collaborative effort from departmental personnel. We realize a certain amount of time is diverted from regular routines as a result of Internal Audit activities. Therefore, one of our key objectives is to minimize the disruption of operations by performing the internal audit in a timely and efficient manner.



## Appendix

### Internal Audit Process (Continued)

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the District's operations, policies, procedures and internal controls. Internal auditing is a critical element of assisting in accomplishing the District's objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

An internal audit is generated within the District, including all departments, at the direction of the Audit Committee for the purpose of appraising, examining, or evaluating:

1. Financial transactions for accuracy and compliance with Board of Education policies
2. Financial and operational procedures for adequate internal controls
3. Timeliness, reliability and appropriateness of the District's records and reports
4. The level of compliance with required internal policies and procedures, state and federal laws and government regulations

Management or program reviews designed to improve departmental operations and procedures

#### A) Five Elements of Internal Control

This report focuses on the internal audit function and risk assessment of the District. For purposes of reporting on internal controls, we must understand the following elements:

- Control environment
- Risk assessment
- Control activities
- Information and communication
- Monitoring



## Appendix

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### Internal Audit Process (Continued)

#### B) Control Environment

The control environment sets the cultural tone of compliance for the District, influencing the control consciousness of its personnel. It is the foundation for all other components of internal control, providing discipline and structure. Control environment factors include the integrity, ethical values and competence of the District's personnel; management's philosophy and operating style; the way management assigns authority and responsibility and organizes and develops its personnel; and the attention and direction provided by the Board of Education.

#### C) Risk Assessment

Every organization faces a variety of risks from external and internal sources that must be assessed. A precondition to risk assessment is establishment of objectives, linked at different levels and internally consistent. Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed. Because economic, industry, regulatory and operating conditions will continue to change, mechanisms are needed to identify and deal with the special risks associated with change.

#### D) Control Activities

Control activities are the policies and procedures that help ensure that the administrative directives are carried out. They help ensure that necessary actions are taken to address risks to achievement of the District's objectives for compliant activities. Control activities occur throughout the District, at all levels and in all functions. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

#### E) Information and Communication

Pertinent information must be identified, captured and communicated in a form and timeframe that enable the personnel to carry out their responsibilities. Information systems produce reports, containing operational, financial and compliance-related information, that make it possible to run and control the programs of the District. They deal not only with internally generated data, but also information about external events, activities and conditions necessary for informed program decision-making and external reporting. Effective communication also must occur in a broader sense, flowing down, across and up to the District's levels. All personnel must receive a clear message from top management that control responsibilities must be taken seriously. They must understand their own role in the internal control system, as well as how individual activities relate to the work of others. They must have a means of communicating significant information to the oversight body. There also needs to be effective communication with external parties, such as the general public, vendors and suppliers, regulators and others.

## Appendix

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### Internal Audit Process (Continued)

#### F) Monitoring

Internal control systems need to be monitored, a process that assesses the quality of the system's performance over time. This is accomplished through ongoing monitoring activities, separate evaluations or a combination of the two. Ongoing monitoring occurs in the course of operations. It includes regular management and supervisory activities, and other actions personnel take in performing their duties. The scope and frequency of separate evaluations will depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. Known internal control deficiencies should be reported, with serious matters reported to the Administration and the Board of Education.

There is both synergy and linkage among these five components, forming an integrated system that reacts dynamically to changing conditions. The internal control system is intertwined with the District's operating activities and exists for fundamental educational reasons. Internal control is most effective when controls are built into the infrastructure and are a part of the essence of the District. "Built in" controls support quality and empowerment initiatives, avoid unnecessary costs and enable quick response to changing conditions. There is a direct relationship between the objectives, which are what a District strives to achieve, and components, which represent what is needed to achieve the objectives of its educational programs. All components are relevant to each objectives category. When looking at any one category, the effectiveness and efficiency of operations, for instance, all five components must be present and functioning effectively to conclude that internal control over operations is effective.

The internal control definition, with its underlying fundamental concepts of a process, affected by people, providing reasonable assurance, together with the categorization of objectives and the components and criteria for effectiveness, and the associated discussions, constitute this internal control framework.

## Appendix

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### Internal Audit Process (Continued)

#### Management Responsibility

All levels of management are responsible for accomplishing and adhering to the District's Mission Statement by achieving the District's goals and objectives through effective and efficient use of resources and compliance with applicable laws, regulations and policies.

- Specific areas of responsibility include:
- Maintaining a high ethical tone throughout the District.
- Assessing and managing the District's business operation risks.
- Developing cost effective internal controls over all operations.

The internal audit process and function can assist management in discharging these responsibilities by providing an independent and objective evaluation of existing internal controls over the business operations. The internal audit can also help management develop improved controls and processes over operations. However, management always retains control over their own operations and ultimate responsibility for their performance.

#### Employee Responsibility

Internal controls are the responsibility of all District's employees. Individual employees of the District have the responsibility for maintaining work performance in a productive and conscientious manner. In the normal course of work, employees should be aware and alert for activities or situations, which pose actual or potential risks of loss, harm or misuse of assets, or obstruction to the attainment of the District's goals.

Individuals and department heads should commit to the principles of internal controls and support programs and activities, which strengthen systems and practices and implement any corrective action determined necessary. Individuals and department heads are responsible for development, maintenance, documentation, and supervision of internal controls.

## Appendix

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### Internal Audit Process (Continued)

#### Role of the Internal Auditor

The key role of internal audit is to provide the Board of Education, Audit Committee, and Administration with an independent and objective evaluation of internal controls over key business activities. This means we put a priority on reviewing the validity of financial and other management information, compliance with applicable laws, regulations and policies, and how District operations can be more effective and efficient.

The internal audit function can provide a variety of management assistance services to both District Administration and the Board of Education. It is important to understand the services and roles of the internal auditor. Assistance services include:

- **Financial Reviews (normally done in conjunction with external auditors)** — These are "traditional" audits of financial records, such as accounts receivable or payable. The objective is to determine the accuracy of financial records and adherence to appropriate internal control procedures. Results will be communicated to District Administration and the Board and usually incorporated in the external auditor's report on the financial statements.
- **Operational or Compliance Reviews** — These are projects directed by the Board District Administration and the internal auditors, based on perceived business and operational risks. The focus is on assessing specific processes and identifying cost effective ways to improve internal controls, efficiency, and effectiveness. Examples would be reviewing a capital project for compliance with contract terms bidding process or evaluating the internal controls over a purchasing process. Written audit reports are prepared, discussed with the District's Administration and staff, presented to the Audit Committee, and then submitted to the Board of Education for approval.
- **Management Assistance** — For projects with District-wide impact or of high importance to the District, consulting assistance may be provided to help design plans and achieve effective implementation. Assistance might take the form of facilitating problem solving techniques, flow charting processes, or performing program-based costing analyses and financial budgetary and actual comparisons. Status reports, in various formats, depending on the project, would be provided to the management and the Board of Education. "Best practices" may be discussed and implemented.

## Appendix

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### Internal Audit Process (Continued)

#### Role of the Internal Auditor (Continued)

- **Technical Research** — Internal auditors can assist with questions dealing with the Board of Education policies, New York State laws, regulations and policies, accounting and internal controls, and general school district practices.
- **Investigations** — At the direction of the Board of Education or the request of management, the internal auditor may investigate suspected cases of unethical behavior, including fraud, theft, and abuse of position. Depending on the facts uncovered, such cases may be referred to management, an Audit Committee, the Board, or legal authorities for further action.

Our focus is on the processes and how to make them best work to achieve the Board's and the District's strategic goals and objectives. If there are issues, we identify the business risks and their roots causes and work with the District Administration, Audit Committee and Board to develop and implement cost effective solutions.

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## Non-Resident Students

Non-resident students will be accepted only under the following circumstances:

1. Students whose parents or guardians move from the Canandaigua City School District after April 1 of a year must request in writing from the building principal to attend the Canandaigua Schools on a non-tuition basis until the end of the school year during which the move occurs. If permission is granted, the student may attend as long as they remain in good standing and avoid serious disciplinary issues. Transportation will not be provided outside of District boundaries for any non-resident student.
2. Students who have begun their junior year (i.e. attend first day of classes) at the Canandaigua Academy while living in Canandaigua City School District shall be permitted to attend Canandaigua Academy through their senior year as long as they remain a student in good standing and avoid serious disciplinary issues.
3. Parents or guardians who have proper written verification that they will become School District residents after the beginning of a school year and who want to enroll students as soon as possible at the school they will be attending may do so. The parents or guardians must become legal residents of the District within ninety (90) calendar days after their child/children commence attendance in order for their children to remain in the Canandaigua City School District.
4. After students have been accepted and enrolled in school, it is the responsibility of the parents or guardians to notify the School Office immediately upon becoming residents of the District. Transportation shall not be provided to non-resident students except as required by law, or as might be arranged at no additional cost to the District.
5. Students admitted by the Board of Education as foreign exchange students shall attend on a non-tuition basis during the period of the authorized stay.
6. A child of a non-resident employee may attend Canandaigua Schools on a tuition-free basis as long as the child remains a student in good standing and avoids serious disciplinary issues and the parent/guardian remains a full-time employee of the Canandaigua City School District or a part-time employee working at least six (6) hours per day on all school days. If an employee should discontinue their employment, the child shall be allowed to finish the semester in which they are enrolled unless they have begun their junior year in which case they shall be allowed to finish their senior year.
7. In the event of significant hardship, parents or guardians of non-resident students may appeal to the Superintendent to have their children attend the Canandaigua City School District.

Board Approved: September 23, 2019

Revised: January 13, 2020

Non Substantive: October 5, 2022

## Non-Resident Students

Non-resident students may apply for permission to attend the schools of the Canandaigua City School District, at the discretion of the Board of Education and subject to any conditions and restrictions described in this policy. Non-resident student enrollment requests will only be considered where there is sufficient space to accommodate the non-resident student; no increase in the size of faculty or staff will be necessary; and admittance will not result in the establishment of a new class or section.

All rules and regulations in effect for District students will be applicable to non-resident students attending the District's schools. Non-resident students must remain in good academic standing and must comply with the Code of Conduct; failure to do so may result in a non-resident student's attendance being terminated. Written notice will be provided to the parent or guardian.

Parents of non-resident students admitted to the District will be required annually to confirm in writing to the Superintendent of Schools their intent to continue having their child(ren) attend the District's schools. Such confirmation must be received on or before each school year. Non-resident students' status, including but not limited to academic, behavioral, and attendance, will be reviewed annually upon the parent/guardian confirming they remain a non-resident and wish to have their child(ren) maintain enrollment in the District.

### Transportation of Non-Resident Students

All non-resident students will be responsible for their own transportation to and from school. The District recognizes that before and after school childcare may be accessed in these situations within District boundaries and therefore District transportation may be utilized. This is permissible only if it does not create extra staff or extra bus runs.

### Application for Non-Resident Student Attendance

Non-resident students may apply for permission to attend the School District only under the following circumstances. In all cases, the Superintendent will review each application and make a recommendation to the Board of Education, who will make the final determination regarding a student's enrollment.

1. Former Resident Students:
  - a. Resident students whose parents or guardians move from the Canandaigua City School District after April 1 of a year may make a request in writing to the Superintendent of Schools to attend the Canandaigua Schools on a non-tuition basis until the end of the school year during which the move occurs. If permission is granted, the student may attend for the remainder of that school year provided the student remains in good academic standing and avoids serious or repeated disciplinary issues.
  - b. Resident students who have begun their junior year (i.e. attend first day of classes) at the Canandaigua Academy and who later move out of the Canandaigua City School District may make a request in writing to the Superintendent of Schools to attend the Canandaigua Schools on a non-tuition basis through the end of their senior year. If permission is granted,

the student may attend through the end of their senior year provided the student remains in good academic standing and avoids serious or repeated disciplinary issues.

2. Future Resident Students:

- a. Parents or guardians who will become legal residents of the District within ninety (90) calendar days after their child(ren) commences attendance in the District, and who have proper written verification that they will become School District residents within that time period, may make a written request to the Superintendent of Schools to be permitted to enroll their children and begin attendance without payment of tuition prior to moving into the District. Such written verification may include, but is not limited to, a purchase agreement, a contract to build, or an executed lease. The parents or guardians must become legal residents of the District within ninety (90) calendar days after their child(ren) commences attendance in order for their child(ren) to remain in the Canandaigua City School District.
- b. After a student has been accepted and enrolled in school, it is the responsibility of the parents or guardians to notify the Registration Office immediately upon becoming residents of the District.

3. Children of Non-Resident Employees

- a. A non-resident employee may make a request to have their child(ren) attend the Canandaigua Schools on a tuition-free basis. Children of non-resident employees may attend academic programs located within the District's schools, but the Board will not approve non-residents to attend programs outside of the District which are at a per pupil cost to the District. The application for enrollment must be submitted for Board approval prior to enrollment. Such application must include academic, behavioral and attendance records from the school district where the student is currently enrolled, with such requirement waived for children enrolling in school for the first time. The Board of Education will have final authority to approve or deny such requests, or to revoke such approval. In all instances, the Superintendent and Board of Education reserve the right to reject requests when a particular student or circumstance does not meet the requirements or qualifications identified in law or District policy. In making determinations regarding the admittance and retention of the child non-resident employees, the District will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category.
- b. A non-resident student is permitted to attend the Academy up to four (4) years, with additional years considered under special circumstances and upon approval of the Board of Education, subject to the conditions in this policy.

4. In the event of significant hardship, parents or guardians of non-resident students may make a request in writing to the Superintendent of Schools to have their children to continue to attend the Canandaigua City School District.