



It is anticipated the Board of Education will call an executive session at 5:30 p.m. to the employment history of nine particular persons; discuss negotiations for Custodial-Maintenance and Administrative Team and one proposed litigation.

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Board Meeting Minutes** (BOARD ACTION)
- IV. Public Comments**
- V. Board Student Representative- Gillian Vit**
- VI. President's Comments**
- VII. Superintendent's Report**
- VIII. SEQR Emergency Project** (BOARD ACTION)
- IX. Emergency Project Resolution and Funding as an Ordinary Contingent Expense** (BOARD ACTION)
- X. SEQR- 2026 Capital Outlay Project** (BOARD ACTION)
- XI. 2026-2027 Budget and Department Budget Presentations**
- XII. Consensus Agenda** (BOARD ACTION)

Business

- 1. Treasurer's Report
- 2. Budget Status Report
- 3. Revenue Status Report
- 4. Volunteers
- 5. Volunteer Coaches
- 6. Field Trips- Initial Approval
- 7. AP/IB Proctors- Spring 2026
- 8. Agreements
- 9. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- XIII. Board Committee Reports**
 - Audit Committee- Mr. Milton Johnson
 - Policy Committee- Mrs. Beth Thomas (BOARD ACTION)
 - > Second Reading- 3180 Non-Resident Students
- XIV. District Committee Reports**
 - Council for Instructional Excellence (CIE)- Ms. Jenny Tessororf/ Mrs. Beth Thomas- February 11
- XV. Closing Remarks**
(President, Board of Education and/or Superintendent)

It is anticipated the Board of Education will call an executive session at 5:30 p.m. to the employment history of nine particular persons; discuss negotiations for Custodial-Maintenance and Administrative Team and one proposed litigation.

I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. Board Meeting Minutes

(BOARD ACTION)

- January 12, 2026 Meeting Minutes

IV. 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.

V. Board Student Representative- Gillian Vit

VI. President's Comments

- Remarks
- Correspondence

VII. Superintendent's Report

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

VIII. SEQR Emergency Project

(BOARD ACTION)

WHEREAS, the Canandaigua City School District (the "District") seeks to undertake the following:

Repair of operation center underground diesel piping, remediation as well as monitoring of the surrounding area and infrastructure in accordance with a Remedial Action Work Plan prepared by the District architect in coordination with NYSDEC.

WHEREAS, the State Environmental Quality Review Act ("SEQRA") and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the action before approving same; and

WHEREAS, 6 NYCRR Section 617.7 requires a lead agency to issue a written determination of significance with respect to any proposed Unlisted action; and

WHEREAS, the Board of Education has received and carefully considered the Environmental Assessment Form as well as the nature and scope of the action to assess the environmental impact.

NOW, THEREFORE, BE IT RESOLVED, that the Board finds and concludes as follows:

RESOLVED that the proposed action is an Unlisted Action within the meaning of 6 NYCRR 617; and it is further

RESOLVED that the Board hereby declares itself lead agency with respect to the environmental review of the proposed project; and it is further

RESOLVED, that upon consideration of the foregoing, the Board finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and it is further

RESOLVED, that the Board hereby issues a Negative Declaration with respect to the proposed action; and it is further

RESOLVED, that this resolution shall take effect immediately.

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

IX. Emergency Project Resolution and Funding as an Ordinary Contingent Expense (BOARD ACTION)

WHEREAS, on February 19, 2026, a fuel leak was discovered at the operation center diesel pump due to water freezing on the transition sump;

WHEREAS, the District took immediate actions to remediate the spill, contacted the New York State Department of Environmental Conservation (“DEC” or “NYSDEC”), and the DEC assigned an investigator and a spill case number #2509235;

WHEREAS, the School District contracted with Sun Environmental Corp., listed in DEC’s list of contractors, for spill clean-up;

WHEREAS, the Sun Environmental Corp. responded to the release, excavated various test pits and removed approximately 5,000 gallons of diesel fuel and water mixture;

WHEREAS, the Board of Education has received and considered the proposal from its Architect LaBella Associates, D.P.C. (“LaBella”) (letter dated February 25, 2026), noting an estimated 1,400 gallons of diesel fuel have leaked, and describing the scope, schedule, and probable costs associated with the project (the “Emergency Project”) and LaBella’s services;

WHEREAS, the District seeks to undertake the following steps to remedy the situation, ensure compliance with the DEC regulations, and protect the School District property:



Repair of operation center underground diesel piping, remediation as well as monitoring of the surrounding area and infrastructure in accordance with a Remedial Action Work Plan prepared by the District architect in coordination with NYSDEC.

WHEREAS, LaBella has confirmed with the New York State Education Department's Office of Facilities Planning that the Emergency Project may proceed following the Board of Education's adoption of this Resolution; and

WHEREAS, the Board of Education has reviewed the DEC Spill Report and the information from LaBella regarding the necessity for the Emergency Project; and

WHEREAS, the Board of Education has determined that the Emergency Project is required to comply with the DEC regulations; and

WHEREAS, the Board of Education has determined that the Emergency Project is required to preserve the health and safety of the students and staff and for the protection of School District property; and

WHEREAS, the Board of Education previously reviewed the Emergency Project under the State Environmental Quality Review Act ("SEQRA") and determined it to be an Unlisted action and issued a Negative Declaration with no need for further review;

NOW, THEREFORE be it resolved as follows:

1. The Board of Education hereby determines that the Emergency Project is required to comply with the applicable DEC regulations.
2. The Board of Education, pursuant to New York State Education Law and related regulations of the New York State Education Department, hereby determines that the Emergency Project qualifies as an emergency project necessary to preserve the health and safety of students and staff and for the protection of School District property.
3. The Board of Education further finds that the cost of the Emergency Project qualifies as an ordinary contingent expense.
4. The maximum cost of the Emergency Project as determined by the District's Architect is not to exceed \$800,000. The funding source for the Emergency Project will be the General or Unassigned Fund balance, refund of prior years' expenses, and/or to the maximum extent possible, any eligible state building aid, available insurance proceeds, and/or available Federal or State grant funding, or as designated and approved by the Board of Education.
5. The Superintendent of Schools and all officers and employees of the School District are hereby authorized and directed to take all actions necessary or appropriate to complete the Emergency Project and carry out the intent of this Resolution, including but not limited to entering contracts and/or issuing Purchase Orders for work related to the Emergency Project, in compliance with all applicable law, regulations, and codes.
6. Upon Board of Education approval, this Resolution shall take effect immediately.

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

X. SEQR- 2026 Capital Outlay Project

(BOARD ACTION)

WHEREAS, the Canandaigua City School District (the “District”) Board of Education is proposing the following Scope of Work to be completed:

Replacement of exterior doors and frames at the Primary Elementary School.

WHEREAS, the Board has reviewed the scope of the project and has further received and considered the advice of its architects, engineers, and environmental specialists with respect to classification of the action in accordance with the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR part 617.5(c), which reads as follows:

(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part.

WHEREAS, Type II actions have been determined not to have a significant impact on the environment and are not subject to review under SEQRA, now therefore;

BE IT RESOLVED, no further action is required by the Canandaigua City School District Board of Education with regard to SEQRA for this action.

The District Board of Education:

1. Hereby declares itself as the lead agency in connection with the requirements of SEQR;
2. Hereby declares the Project as a Type II Acton, which requires no further review under SEQR.

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. Jennifer Tessendorf	Voting _____
Mrs. Beth Thomas	Voting _____
Mrs. Jeanie Grimm	Voting _____

XI. 2026-2027 Budget and Department Budget Presentations

- Mrs. Marissa Logue- Academy
- Ms. Kris VanDuyne- Middle School
- Mr. Brian Amesbury- Elementary School
- Mrs. Emily Bonadonna- Primary School
- Mrs. Tonya Russell- Special Programs
- Mr. Greg Kane- Music
- Mr. Matt Schrage- Office of Instruction
- Mrs. Caroline Chapman- Athletics
- Mr. Dan Bowman- Technology
- Mr. Mike McClain- Buildings and Grounds
- Mr. Seth Clearman- Transportation

XII. Consensus Agenda

(BOARD ACTION)

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

Business

1. Treasurer's Report

The Treasurer's Report for the Period of December 1, 2025 – December 31, 2025. Additional information is included as an attachment and is filed.

2. Budget Status Report

The Appropriation Status Report, which is a summary, for the period of July 1, 2025 – December 31, 2025. Additional information is included as an attachment and is filed.

3. Revenue Status Report

The Revenue Status Report, which is a summary, for the period of July 1, 2025 – December 31, 2025. Additional information is included as an attachment and is filed.

4. Volunteers

Mrs. Marissa Logue, Academy Principal, is requesting approval of the below volunteers for the Theatre program:

James Ditmars, Michele Albrecht, Justin Miller, Paula Constantino, Karen Maxfield, Debra Chrysler, Maria Brooks, Sarah Fantauzzi, So Sum Chack, Elizabeth Newbold, Mandy Walsh, Tiffany Vondeak, Sheila Greene, Krista Gleason, Zane Walsh, Kristin Robinson, John Frederick, Debra Marshall, Matthew Constantino, Suzette Van der Sterre, and Theresa Johnson.

5. Volunteer Coaches

Mrs. Caroline Chapman, Athletic Director, is requesting approval of the below volunteers for the spring season:

- Girls Lacrosse- Julianne Braniecki, Edward Mulheron, Colleen Tauriello
- Boys Lacrosse- Dan Fonda, Connor Henderson, Luke McCrobie, Brandon Moore, Ben Rose, Leo Saldino, Tyler Wetzel
- Track & Field- Patrick Gietner, Mark Weller
- Baseball- David Maine, Michael Zimmerman
- Golf- Eric Palumbo
- Softball- Charles Reinke

6. Field Trips- Initial Approval

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

- FIRST Robotics, Albany, New York- April 15-18, 2026
- DECA, Atlanta, Georgia- April 25-28, 2026
- NYSCLSA, Syracuse, New York- April 17-19, 2026

7. AP/IB Proctors- Spring 2026

Mrs. Marissa Logue is requesting approval for the below AP/IB Proctors:

Laure Blazey, Krista Coleman, Christine Crater, Robin Hulme, Tim Martin, Peggy Maves, Carrie McKeegan, Kari Nieman, Kay Nemecek, Michael Prusinowski, Heidi Reybrouck, Laurel Roeder, Rhonda Sherwood, Rob Sloan, and Kate Weigert



8. Agreements

Agreement with LaBella Associates, D.P.C., for Environmental Engineering Services as part of the emergency capital project from February 26, 2026 through the completion of the project.

Agreement with Sun Environmental Corp. for emergency environmental response services as part of the emergency capital project effective February 20, 2026.

9. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of December 20, 2025 January 6, 7, 8, 9, 13, 14, 16, 21, 22, 23, 27, 28, 29, 30, 2026, February 2, 3, 4, 5, 6, 9, 11, 12, 13, and 17.

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Emily DeBoerdere	Teacher Aide	Resignation	2/2/2026
Xen Smith	Custodial Worker	Declined position	1/5/2026
Max Ester	School Bus Driver	Resignation	2/5/2026
Michele Spinelli	School Bus Monitor	Resignation in order to accept another position in the District	2/22/2026
Alicia Kemp	Teacher Aide	Resignation	3/5/2026

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Michele Spinelli	Substitute School Bus Driver	2/10/2026	\$19.00/hr.
Jennifer Michael	Typist, FT 10 Mo.	3/2/2026	\$18.03/hr.
Michele Spinelli	School Monitor	2/23/2026	\$16.05/hr.
Cynthia Phillips	School Bus Driver Class C, FT	2/23/2026	\$21.00/hr.
Michele Spinelli	School Bus Driver Class C, FT	2/23/2026	\$21.00/hr.

2. Instructional Personnel

A. Resignation for the Purpose of Retirement

The Superintendent received a letter of resignation for the purpose of retirement from the following 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 youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Amy Principato	School Psychologist	6/30/2026	31
Julie Reinke	Math Teacher	6/30/2026	11
Matthew Ward	Math Teacher	6/30/2026	27
Lori LaFave	Elementary Teacher	6/30/2026	35
Eric Bateman	Librarian/Media Specialist	6/30/2026	26
Christine D'Amato	Physical Therapist	6/30/2026	30
Shauna Karley	School Counselor	6/30/2026	23



B. Leave of Absence

- 1) Hannah ReQua, Elementary Teacher, has requested a leave of absence from June 21, 2026 through June 24, 2027.

C. Appointments

1) Tenure Appointment

The following staff member is being recommended 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>
Kimberly Hassett	Speech and Language Pathologist	1/1/2026

2) Spring Coaches

The following persons are recommended to Spring Coaching positions at rates in accordance with contract:

<u>Name</u>	<u>Sport</u>	<u>Pay Step</u>
Annesi, Mark	Varsity Golf	9C
Aparo, Beth	Unified Sports	4AA
Bay, Keyla	JV Girls Lacrosse	1C
Ceravolo, Colton	Modified B Baseball	3A
Daly, Tom	JV Girls Track .25	7C (1/4 salary)
Ellis, Susan	Modified B Girls Lacrosse	26A
Groot, Matthew	Unified Sports	19AA
Harter, Eric	JV Golf	9B
Hawkins, Bruce	Varsity Boys Tennis	28C
Hennessy, Alexander	Unified Sports	5AA
Holtby, Rebecca	Assistant Softball	9C
Hulme, Robin	Modified B Boys Lacrosse	28
Kuperus, Henry	Modified B Boys Lacrosse	19A
Mahar, Michael	Modified B Track	26A
Marsh, Daina	Varsity Girls Outdoor Track	12E
Owdienko, Danielle	Modified B Softball	18A
Post, Joe	Modified B Boys Lacrosse	2A Paid by Boosters
Rappleyea, David	JV Girls Outdoor Track .75	19C (3/4 salary)
Reinke, Julie	Varsity Softball	1C
Sabbour, Joseph	Modified B Track	7A
Sedita, Paul	Varsity Boys Outdoor Track	26E
Sheridan, Patrick	Assistant Boys Lacrosse	2A Paid by Boosters (.5)
Sproule, Alyssa	Assistant Girls Lacrosse	4C
Stanney, Kyle	Assistant Boys Lacrosse	9C
Straub, Francis	Modified B Track	1A
Sutter, Mark	JV Boys Outdoor Track	23C
Tepper, Michael	Assistant Varsity Baseball	17C
Wallwork, Jack	JV Baseball	6C
Walters, Matthew	Modified B Baseball	18A
Welch, Jeff	Strength & Conditioning	9A
Werth, Dale	Varsity Baseball	25E
Windheim, Taryn	Modified B Tennis	4B
York, David	JV Boys Lacrosse	3C
York, Deven	Varsity Boys Lacrosse	17E
Zacharias, Alyssa	Varsity Girls Lacrosse	6E



3) Certified Substitute Teachers

The following individual has been recommended to Certified Substitute Teacher position conditional upon criminal history clearance from the New York State Education Department:

Peter Lagueras

4) Non-Certified Substitute Teachers

The following individual has been recommended to Non-Certified Substitute Teacher position conditional upon criminal history clearance from the New York State Education Department and verification of one year of college where applicable:

Kelliesha Lyman

End of Consensus Agenda

XIII. Board Committee Reports

- Audit Committee- Mr. Milton Johnson
- Policy Committee- Mrs. Beth Thomas
 - > Second Reading- 3180 Non-Resident Students

(BOARD ACTION)

XIV. 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. Jen Schneider/ Mr. Milton Johnson
- **Council for Instructional Excellence (CIE)- Ms. Jenny Tessendorf/ Mrs. Beth Thomas- February 11**
- Safety / Health / Security Committee- Mr. John Polimeni

XV. Upcoming Events

- March 9- Spring JV/Varsity Sports Begin
- March 11- CIE
- March 13- Superintendent Conference Day- No School for Students
- March 13- Transitional Kindergarten Application Deadline
- March 13, 14, 15- Academy Players Spring Musical
- March 16- Board of Education Meeting
- March 17- 7th Grade Band and Chorus Concert
- March 18- Policy Committee
- March 18- 5th Grade Band and CA Wind Ensemble Concert
- March 19- 8th Grade Chorus and CA Chorus Concert
- March 23- Spring Modified Sports Begin
- March 23- 6th Grade Band and Chorus Concert
- March 24- 8th Grade Band and CA Symphonic Band Concert
- March 30-April 3- Spring Break- No School
- April 1- Kindergarten Registration Begins

XVI. 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, February 9, 2026 at 6:30 p.m. at the Operations Center, President Grimm presiding.

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

BOARD MEMBERS ABSENT: Amy Calabrese

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

BOARD DISTRICT CLERK ABSENT: Deborah Sundlov

OTHERS PRESENT: On file

Meeting Called to Order and Pledge of Allegiance to the Flag

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

Public Comments

There were no public comments.

Board Meeting Minutes

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the January 12, 2026 Regular Board Meeting minutes.

APPROVED: MINUTES

December 2025 Warrant Review

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

APPROVED: DECEMBER WARRANTS

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

January 2026 Warrant Review

Upon a motion made by Mr. Polimeni, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the January Warrants.

APPROVED: JANUARY WARRANTS



- 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

Strategic Plan Update

Mr. Matt Schrage, Assistant Superintendent for Instruction, provided the Board of Education an update on the District's Strategic Plan goals. The presentation highlighted activities to date and outlined a series of next steps.

Tax Certiorari

Upon a motion made by Dr. Schneider, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved voting on the Tax Certiorari.

APPROVED: TAX CERTIORARI

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	Absent
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	Voting Yes

Mrs. Beth Thomas	Voting Yes
Mrs. Jeanie Grimm	Voting Yes

The Resolution was thereupon declared adopted.

Consensus Agenda

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

APPROVED: CONSENSUS AGENDA AND SUPPLEMENTAL

Business

1. 2026-2027 School Calendar

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

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

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

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

5. Field Trips- Initial Approval

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

- IB Spanish, Puerto Rico- November 6-11, 2026
- Class of 2027, New York City, NY- November 14-16, 2026

6. Athletic Trip- Final Approval

the request of Mrs. Caroline Chapman, Athletic Director, for 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

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

the request of Mrs. Marissa Logue 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

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

the request of Mrs. Marissa Logue 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

of 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	\$1,693,373.86	\$101,602.43	\$1,794,976.29
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>
			<u>\$1,693,373.86</u>
Unpaid taxes to be returned:			
City Treasurer		\$669,475.57	
County Treasurer		<u>\$1,023,898.29</u>	
TOTAL			<u>\$1,693,373.86</u>

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

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

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, the Board of Education approves the classification of eight (8) positions of Teacher Aide.

2. Instructional Personnel

A. Resignation

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

B. Appointments

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

- 1) of Jacob Gruendike who received his Bachelor's degree in Social Studies: Adolescence Education from SUNY Fredonia where he also earned his Master's degree 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 is 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



2) Substitute Assistant Principal

the following individual 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

3) Interim Substitute Teacher

the following individuals to Interim Substitute Teacher positions 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

4) Contract Substitute Teachers

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

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

5) 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:

Jessica Avery
Laine Havens
Mary Jo Foster
Brett Bower

6) Stipend Position 2025-2026 School Year

the following individual 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

Board Committee Reports

Audit Committee

Mr. Milton Johnson reported out on behalf of the Audit Committee which met on February 6, 2026. The Committee reviewed a clean Internal Audit Risk Assessment and state and federal grand update.

Policy Committee

Mrs. Beth Thomas reported out on behalf of the Policy Committee which met on January 21, 2026. The below was presented as a First Reading.

- > First Reading- 3180 Non-Resident Students



District Committee Reports

Character Education Committee

Mr. Milton Johnson reported out on behalf of the Character Education Committee which met on January 21, 2026. The Committee received updates from each of the buildings.

Council for Instructional Excellence (CIE)

Mrs. Beth Thomas reported out on behalf of CIE which met on January 14, 2026. The Committee received a presentation on professional development and a curriculum review cycle update.

Upcoming Events

- January 27- 4th & 5th 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 Ms. Tessendorf, all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:01 p.m. The next Regular meeting will be on March 2, 2026 at 6:30 p.m.

Respectfully submitted,

Matt Fitch
District Clerk Pro Tem

2026-27 Budget

Board of Education Meeting
March 2, 2026



Agenda

- Guidelines in establishing 2026-27 Budget
- Building and Department Budgets
 - Presentations
 - Q & A
- Tax Levy Scenarios



Canandaigua City School District

Board of Education Guidelines

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 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.



Canandaigua City School District

Our Strategies

- Maintain a high quality academic experience
- Prioritize resources and respond to the known needs within our district



Canandaigua City School District

Staffing Changes

Projected

Retirements

1 Administrative Aide	1 Monitor
1 Bus Driver	1 Nurse (RN)
1 Business Teacher	1 Physical Therapist
1 Clerical Typist	1 Receptionist
1 Elementary Teacher	1 School Counselor
1 Librarian	1 School Psychologist
2 Math Teacher	2 Teacher Aides

1 7 9 1



Staffing Changes Requested

Additions Requested

1.0 FTE Special Education Teacher - Middle School - 12:1:1

1.0 FTE Teaching Assistant - Middle School - 12:1:1

1.0 FTE Social Worker - Middle School - 12:1:1

1.0 FTE Speech Teacher - Middle School - 12:1:1 & Out-of-District

1.0 FTE Math Teacher - Middle School

0.3 FTE Special Education Teacher - CACC

0.5-1.0 FTE Coordinator of Tutoring - Districtwide (TOSA)

1 7 9 1



Staffing Changes

Projected

Reductions Requested
(through attrition)

1 7 9 1



Building & Department Budgets

Marissa Logue

Kris VanDuyne

Brian Amesbury

Emily Bonadonna

Tonya Russell

Greg Kane

Matt Schrage

Caroline Chapman

Dan Bowman

Mike McClain

Seth Clearman

Academy

Middle School

Elementary School

Primary School

Special Programs

Music

Office of Instruction

Athletics

Technology

Buildings and Grounds

Transportation



Academy

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
457,751	457,993	242	0.05%

1 7 9 1



Middle School

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
263,309	264,632	1,323	0.50%

1 7 9 1



Primary & Elementary

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
472,729	506,792	34,063	7.21%

1 7 9 1



Special Programs

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
7,077,113	7,437,770	360,657	5.10%

1 7 9 1



Music

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
110,606	104,340	(6,266)	(5.67%)

1 7 9 1



Office of Instruction

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
393,188	392,459	(729)	(0.19%)

1 7 9 1



Athletics

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
457,525	463,865	6,340	1.39%

1 7 9 1



Technology

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
2,723,472	2,825,108	101,636	3.73%

1 7 9 1



Buildings & Grounds

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
1,454,411	1,578,100	123,689	8.50%

1 7 9 1



Transportation

Actual 2025-26	Proposed 2026-27	Increase/ (Decrease)	Percent Change
763,645	763,825	180	0.02%

1 7 9 1



Current Tax Levy

2025-26 Levy	\$54,105,000
2025-26 Tax Levy Increase	2.90%
2025-26 Projected Tax Rate	\$14.63
2025-26 Actual Tax Rate	\$13.84
2024-25 Actual Tax Rate	\$14.22
Appropriated Fund Balance/Reserves	\$1,676,303

1 7 9 1



Proposed Tax Levy Options

	2% Tax Levy Increase	2.73% Tax Levy Increase (Cap)
Tax Levy	\$55,187,100	\$55,582,893
Appropriated Reserves & Fund Balance	\$2,389,947	\$1,994,154
Projected Tax Rate	\$14.12	\$14.22

1 7 9 1



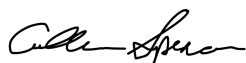
Treasurer's Report
Cafeteria
December 1 - December 31, 2025

Balance Forward:	December 1, 2025	1,651,015.46
Receipts		
	Meal Claims	342,042.00
	Cafeteria Deposits - Sent by School Café	3,857.75
	Cafeteria Deposits - Sent by D.O.	
	Account Deposits - Online	10,925.00
	Refunds	1,066.21
	Commissions	
	Local Foods Grant	
	Rebates	
	AEP Mini Grant	1,980.00
	Donation	
	Invoices	1,581.86
	Interest and earnings	2,793.16
		364,245.98
	Total Receipts	
Disbursements		
	Warrant	(110,258.71)
	Sales Tax	
	Payroll 12/15/25	(32,486.57)
	Payroll 12/31/25	(37,227.36)
		(179,972.64)
	Total Disbursements	
Balance on Hand:		
	December 31, 2025	\$ 1,835,288.80

Bank Reconciliation

Bank Statement		
	CNB 5115 0.03%	1,007,713.31
	CNB Paypal 0.00%	19,799.50
	NYCLASS 0010	880,410.01
Deposit in transit (from General)		828.00
Deposit in transit (from General)		329.30
Deposit in transit (stop pmt fee reversals)		
Deposit in transit (Meal claims)		
Outstanding Checks		(73,791.32)
	Reconciled Balance	\$ 1,835,288.80

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 1/6/2026

Reviewed by: _____

Date Reviewed: _____

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

Balance Forward: December 1, 2025 1,334,410.85

Receipts

Receipts		
Xfer from General Fund Capital Reserve		
BAN Proceeds		
Print Deposits		
Xfer from Capital Now		
Interest	4,088.62	
Total Receipts	4,088.62	4,088.62

Disbursements

Xfer to Gen to pay back loan		
Xfer to Capital Checking for Capital Project	(397,547.15)	
Xfer to Gen (pre-ref expenditures)		
Xfer to DS		
Total Disbursements	(397,547.15)	(397,547.15)

Balance on Hand: December 31, 2025 \$ 940,952.32

Bank Reconciliation

Bank Statement	CNB 2223	0.03%	-
Bank Statement	NYCLASS		940,952.32
Xfer in transit (to Cap Now for Revitalization project)			

Reconciled Balance \$ 940,952.32

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 1/30/2026

Reviewed by: _____

Date Reviewed: _____

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

Balance Forward: December 1, 2025 83,139.98

Receipts

Loan from General for Asset Preservation		
Loan from General for Bus Purchase		
Insurance Proceeds for Academy Gym Floor		
Smart Schools Bond		
Xfer from Capital Project reserves	397,547.15	
Xfer from General		
Refund - Hanover		
Interest	180.12	
Total Receipts		397,727.27

Disbursements

Warrant	(397,547.15)	
Xfer to Capital Savings		
Prior month correction		
Due to DS		
Xfer to General for BAN payoff		
Total Disbursements		(397,547.15)

Balance on Hand: December 31, 2025 **\$ 83,320.10**

Bank Reconciliation

Bank Statement CNB 5645		14.79
Chase 1109		479,592.96
Deposit in transit (from Cap Savings)		
Outstanding Checks		(396,287.65)
Reconciled Balance		\$ 83,320.10

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 1/30/2026

Reviewed by: _____
Date Reviewed: _____

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

Balance Forward:	December 1, 2025		1,482,363.60
Receipts			
	Xfer from Capital		
	BAN Premium		
	DASNY Excess Interest Earnings		
	Interest Earnings	7,910.03	
	Total Receipts		7,910.03
Disbursements			
	Xfer to General		
	Total Disbursements		-
Balance on Hand:	December 31, 2025		<u><u>\$ 1,490,273.63</u></u>

Bank Reconciliation

Bank Statement	CNB 7123	224,943.33
Bank Statement	CD 7700	625,045.27
Bank Statement	CD 7909	640,285.03
Deposit in transit (refund of CNB wire fee)		
	Reconciled Balance	<u><u>\$ 1,490,273.63</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer

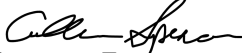
Date Completed: 1/30/2026

Reviewed by: _____
Date Reviewed: _____

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

Balance Forward:	December 1, 2025	1,121,892.27
Receipts		
	IDEA 611	99,946.00
	IDEA 619	12,379.00
	Summer 4408 (ESY)	
	Title IA	
	Title III ENL	
	Title IIIA	
	Title IV	
	Title IIA	
	UPK	
	Xfer from General (Interfund loan payoff)	
	Loan from Gen (Title FS-10Fs)	
	Total Receipts	112,325.00
Disbursements		
	Warrant - Checks	(59,400.93)
	Warrant - ACH	(18,700.00)
	Due to General	
	PR Adjustments	
	XFER to Gen for interfund loan paydown	
	PR 12/15	(60,966.16)
	PR 12/31	(81,465.26)
	Total Disbursements	(220,532.35)
Balance on Hand:	December 31, 2025	\$ 1,013,684.92
Bank Reconciliation		
Bank Statement	Chase 1117	1,015,781.85
Outstanding Checks		(2,096.93)
Xfer in transit (UPK)		
	Reconciled Balance	\$ 1,013,684.92

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 1/30/2026

Reviewed by: _____

Date Reviewed: _____

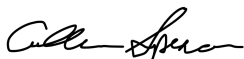
Treasurer's Report
General Muni
December 1 - December 31, 2025

Balance Forward:	December 1, 2025	44,993,503.48
Receipts		
STAR		
Gen Aid	253,887.75	
VLTLottery Aid	163,382.12	
Excess Cost Aid	1,508,833.00	
Nonresident Homeless Aid		
Charter School Basic Tuition Aid	1,400.00	
Instructional Materials Aid		
Summer Sch 4408		
Incarcerated Youth Aid	11,250.00	
MCD		
Ch. 47/66/721		
IB Exam Waivers		
Misc		
Xfer from Gen Paypal		
Xfer from Leadership for PSAT Proctors		
Xfer from Gen Now/Tax Coll	24,936,361.99	
Xfer from Federal		
E-rate		
Chromebook sales		
Interest	90,653.70	
	Total Receipts	26,965,768.56
 Disbursements		
Xfer to General Now	(13,500,000.00)	
Xfer to VEBA		
Interfund loan to Federal		
Xfer to Cafeteria		
Xfer to Capital		
	Total Disbursements	(13,500,000.00)
 Balance on Hand:	 December 31, 2025	\$ 58,459,272.04

Bank Reconciliation

Bank Statement	CNB 4323	2,107,178.41
	NYCLASS 01-1165-0006	2,513,260.03
	Community Bank CDARS 4484	
	Community Bank Money Market 5838	-
	MCB Liquid Money Market 9081	4,520,207.82
	MCB CDARS 8149	7,300,000.00
	CNB CD 5697	6,168,021.95
	CNB CD 5947	
	CNB CD 6511	6,500,000.00
	CNB CD 6503	7,022,341.67
	CNB CD 3418	6,828,262.17
	CNB CD 5573	6,000,000.00
	CNB CD 5581	5,000,000.00
	CNB CD 2738	4,500,000.00
In-transit (Xfer to Gen Now)		
In-transit (Xfer to cafe)		
In-transit (Xfer to Fed)		
Rounding		(0.01)
	Reconciled Balance	\$ 58,459,272.04

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 1/30/2026

Reviewed by: _____

Date Reviewed: _____

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

Balance Forward: December 1, 2025 25,965,977.52

Receipts

Tax Collections	3,462,382.03	
County Prior Year Taxes	658,623.20	
County Tax Penalty	79,710.23	
Invoices	40,129.99	
City Prior Year Taxes	23,667.86	
City Tax Penalty	3,786.86	
PILOT	77,746.20	
BOCES		
Refunds	3,136.41	
Student Fees	23.74	
Donations		
Misc	7,829.91	
Rebates	5,342.71	
Scrap		
Revtrak Chromebook/iPad sales		
Xfer from Gen Muni	13,500,000.00	
Payroll Xfers from Café	69,713.93	
Payroll Xfers from Federal	142,431.42	
Xfer from Leadership for PSAT Proctors		
Xfer from Extracurricular	1,200.00	
Retiree Health ACH		
ERS Accepted Adj	178.52	
ACH Return		
Interest/Earnings	1,379.48	
Total Receipts		18,077,282.49

Disbursements

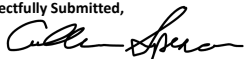
A/P Warrants	(1,522,198.05)	
Payroll Deductions Warrants	(4,108,156.54)	
Add back non-cash deduction payments:		
Employee Health Deductions	144,115.34	
Employee Dental Deductions	12,324.98	
Employee fines (Deduction code DISTR)	-	
HSA Bank fee funding	(627.00)	
Interfund Loan to Capital (Bus charger install)		
Health Insurance Wire	(1,185,809.35)	
ERS Annual Invoice	(1,674,128.00)	
Imprest funding - FSA		
Imprest funding - HRA		
ERS Accepted Adj		
Omni TSA Non-elective Contributions (ER)		
Xfer to Cafeteria		
BAN Principal		
BAN Interest		
H S A Fundings	(869.17)	
Xfer to Gen Muni	(24,936,361.99)	
Bond Interest	(946,040.63)	
Bond Principal		
Check Print Postage	(34.72)	
Total Disbursements		(34,217,785.13)

Balance on Hand: December 31, 2025 \$ 9,825,474.88

Bank Reconciliation

Bank Statement		
CNB 9172	3,821,514.16	
Tax Collection 6026	41.85	
Chase Lockbox 6841	251,442.60	
CNB 3427	5,846.12	
Chase Treasuries 5961	5,943,022.20	
Outstanding Checks	(165,330.62)	
Xfer in transit (To Extracurricular)	(5,400.00)	
Charge in-transit (Payroll ERS)	(24,131.65)	
Charge in-transit (VOTE COPE 12/31)	(656.50)	
Xfer in transit (To Café)	(1,157.30)	
Deposit in transit (Stop pmt fee reversals)	74.00	
Deposit in-transit (HSA funding refunds - 11.14.25 payroll)	210.00	
Rounding	0.02	
Reconciled Balance		<u>\$ 9,825,474.88</u>

Respectfully Submitted,



Cullen Spencer, Treasurer

Reviewed by: _____

Date Completed: 1/30/2026

Date Reviewed: _____

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

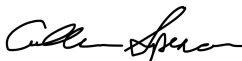
Balance Forward:	December 1, 2025		\$ 122,799.41
Receipts			
	Vanco RevTrak Revenue	416.61	
	Xfer from Extracurricular		
	Interest	202.74	
	Xfer from General Now		
	Xfer from Deductions		
	Cash Receipt Query Attached	2,915.71	
	Misc deposit		
	Total Receipts		3,535.06

Disbursements			
	Warrant	(1,546.56)	
	NSF Check		
	FNBO Credit Card		
	Withdrawal for VPA HOF Change Fund		
	Xfer to Extracurricular		
	Xfer to General for Proctor Pay		
	Xfer to General for DECA Donation		
	Xfer to Trust Memorial		
	Total Disbursements		(1,546.56)

Balance on Hand:	December 31, 2025		\$ 124,787.91
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<u>Bank Reconciliation</u>			
Bank Statement	CNB 4762		62,660.37
Bank Statement	NYCLASS 0009		63,911.74
Less Outstanding Checks			(1,821.20)
Deposit in-transit (Revtrak)			
Deposit in-transit (Stop payment fee reversal)			37.00
Xfer in-transit (to XC)			
Xfer in-transit (to Gen)			
	Reconciled Balance		\$ 124,787.91

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 1/30/2026

Reviewed by: _____

Date Reviewed: _____

Treasurer's Report
Trust Memorial
December 1 - December 31, 2025

Balance Forward:	December 1, 2025		445,893.57
Receipts			
	Dividends	21.04	
	Donations/Contributions	10,300.00	
	Investment Results		
	Stale-Dated Check write-offs		
	Xfer from Leadership		
	Interest	0.77	
	Total Receipts	10,321.81	

Disbursements

Warrant
NSF Check
Void Warrant
Xfer to Extracurricular
Investment Results
Due to Extra Curricular

Total Disbursements

-

Balance on Hand:	December 31, 2025		<u><u>\$ 456,215.38</u></u>
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Bank Reconciliation

Bank Statement	CNB Invest		420,120.49
Bank Statement	CNB 6516		36,094.89
Less Outstanding Checks			
Deposit in transit (Stop payment fee refund)			
	Reconciled Balance	<u><u>\$ 456,215.38</u></u>	

Respectfully Submitted,



Cullen Spencer, Treasurer

Date Completed: 1/30/2026

Reviewed by: _____

Date Reviewed: _____

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2025 To 12/31/2025



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	22,650.00	0.00	22,650.00	236.25	0.00	22,413.75
120	Instructional Salary	*	7,961,045.00	-64,500.00	7,896,545.00	2,653,947.84	4,800,384.22	442,212.94
121	Instructional Salary	*	324,468.00	24,000.00	348,468.00	120,115.10	188,490.40	39,862.50
122	Instructional Salary	*	6,000.00	0.00	6,000.00	1,021.00	0.00	4,979.00
129	Instructional Salary	*	25,536.00	0.00	25,536.00	6,629.84	0.00	18,906.16
130	Instructional Salary	*	8,905,385.00	34,500.00	8,939,885.00	3,170,728.84	5,685,073.56	84,082.60
140	Instructional Salary Substitutes	*	823,750.00	0.00	823,750.00	246,521.82	0.00	577,228.18
141	Instructional Salary	*	25,000.00	0.00	25,000.00	1,953.38	0.00	23,046.62
150	Instructional Salary	*	12,759,552.00	19,296.00	12,778,848.00	5,000,670.25	6,708,217.37	1,069,960.38
151	Instructional Salary	*	10,000.00	0.00	10,000.00	1,833.00	0.00	8,167.00
160	Non-Instructional Salary	*	11,789,228.00	-19,925.00	11,769,303.00	5,015,818.02	2,412,698.37	4,340,786.61
200	Equipment	*	500,836.00	8,410.75	509,246.75	210,641.25	121,891.58	176,713.92
220	Computer Hardware	*	130,600.00	5,411.56	136,011.56	8,776.95	5,626.53	121,608.08
400	Contractual	*	4,073,918.00	169,156.43	4,243,074.43	1,764,083.19	1,841,520.31	637,470.93
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	2,059,053.00	40,021.42	2,099,074.42	958,340.62	593,386.59	547,347.21
460	Computer Software	*	137,439.00	19,401.67	156,840.67	57,133.62	24,151.79	75,555.26
470	Tuition	*	2,012,412.00	16,000.00	2,028,412.00	446,515.39	1,236,639.54	345,257.07
473		*	25,000.00	0.00	25,000.00	4,415.93	0.00	20,584.07
480	Textbooks	*	188,769.00	13,685.62	202,454.62	86,893.36	8,885.78	106,675.48
490	BOCES	*	10,280,393.00	7,210.00	10,287,603.00	3,589,850.37	6,681,377.88	16,374.75
600	Principal	*	4,835,000.00	0.00	4,835,000.00	360,000.00	4,475,000.00	0.00
700	Interest	*	2,053,556.00	1.00	2,053,557.00	1,029,028.13	1,024,528.12	0.75
800	Employee Benefits	*	24,196,135.00	-64,350.00	24,131,785.00	11,426,673.27	4,229,462.02	8,475,649.71
900	Interfund Transfers	*	280,000.00	0.00	280,000.00	0.00	0.00	280,000.00
Fund ATotals:			93,427,725.00	208,319.45	93,636,044.45	36,161,827.42	40,037,334.06	17,436,882.97
160	Non-Instructional Salary	*	651,000.00	0.00	651,000.00	296,359.49	43,500.00	311,140.51
200	Equipment	*	193,800.00	102,150.16	295,950.16	8,486.56	116,286.43	171,177.17
400	Contractual	*	1,091,000.00	6,137.40	1,097,137.40	430,508.42	624,590.30	42,038.68
450	Supplies	*	116,000.00	11,231.91	127,231.91	34,979.69	91,371.20	881.02
800	Employee Benefits	*	308,300.00	0.00	308,300.00	140,207.89	8,919.03	159,173.08
Fund CTotals:			2,360,100.00	119,519.47	2,479,619.47	910,542.05	884,666.96	684,410.46

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2025 To 12/31/2025



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150	Instructional Salary	*	555,439.00	0.00	555,439.00	191,024.92	358,393.08	6,021.00
400	Contractual	*	3,995.75	2,483.00	6,478.75	193.86	701.14	5,583.75
450	Supplies	*	6,932.86	0.00	6,932.86	2,000.00	0.00	4,932.86
800	Employee Benefits	*	739.00	0.00	739.00	0.00	0.00	739.00
Fund FIATotals:			567,106.61	2,483.00	569,589.61	193,218.78	359,094.22	17,276.61
150	Instructional Salary	*	631,861.00	0.00	631,861.00	210,641.68	421,282.64	-63.32
160	Non-Instructional Salary	*	133,095.00	0.00	133,095.00	46,537.67	0.00	86,557.33
400	Contractual	*	71,990.00	14,290.00	86,280.00	86,280.00	0.00	0.00
800	Employee Benefits	*	166,740.00	-14,292.00	152,448.00	0.00	0.00	152,448.00
Fund FIBTotals:			1,003,686.00	-2.00	1,003,684.00	343,459.35	421,282.64	238,942.01
150	Instructional Salary	*	0.00	0.00	0.00	0.00	0.00	0.00
160	Non-Instructional Salary	*	21,307.00	-3,717.00	17,590.00	12,398.07	0.00	5,191.93
400	Contractual	*	11,289.00	3,719.00	15,008.00	15,007.34	0.35	0.31
Fund FICTotals:			32,596.00	2.00	32,598.00	27,405.41	0.35	5,192.24
150	Instructional Salary	*	82,196.30	0.00	82,196.30	29,655.92	52,539.40	0.98
400	Contractual	*	4,895.00	0.00	4,895.00	0.00	0.00	4,895.00
450	Supplies	*	17.00	0.00	17.00	0.00	0.00	17.00
460	Travel	*	415.00	0.00	415.00	0.00	0.00	415.00
Fund FIITotals:			87,523.30	0.00	87,523.30	29,655.92	52,539.40	5,327.98
150	Instructional Salary	*	0.00	3,000.00	3,000.00	-740.63	0.00	3,740.63
400	Contractual	*	45,362.76	4,800.00	50,162.76	1,575.00	34,425.00	14,162.76
450	Supplies	*	418.74	0.00	418.74	0.00	0.00	418.74
490		*	1,234.00	0.00	1,234.00	0.00	0.00	1,234.00
Fund FIVTotals:			47,015.50	7,800.00	54,815.50	834.37	34,425.00	19,556.13
150	Instructional Salary	*	125,000.00	0.00	125,000.00	112,487.75	0.00	12,512.25
160	Non-Instructional Salary	*	152,000.00	0.00	152,000.00	181,427.99	0.00	-29,427.99
400	Contractual	*	29,500.00	0.00	29,500.00	29,174.94	0.00	325.06
450	Supplies	*	650.00	0.00	650.00	26,725.85	0.00	-26,075.85

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2025 To 12/31/2025



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
470	Tuition	*	200,000.00	0.00	200,000.00	185,099.00	0.00	14,901.00
490		*	300,000.00	0.00	300,000.00	0.00	0.00	300,000.00
800	Employee Benefits	*	95,000.00	0.00	95,000.00	98,403.69	0.00	-3,403.69
	Fund FSSTotals:		902,150.00	0.00	902,150.00	633,319.22	0.00	268,830.78
150	Instructional Salary	*	269,952.00	0.00	269,952.00	95,764.00	174,188.00	0.00
160	Non-Instructional Salary	*	90,223.00	0.00	90,223.00	41,696.90	0.00	48,526.10
400	Contractual	*	434,500.00	0.00	434,500.00	125,675.00	308,825.00	0.00
	Fund FUPTotals:		794,675.00	0.00	794,675.00	263,135.90	483,013.00	48,526.10
240		*	10,000.00	0.00	10,000.00	7,945.50	2,054.50	0.00
293		*	90,000.00	0.00	90,000.00	0.00	87,585.00	2,415.00
	Fund H26Totals:		100,000.00	0.00	100,000.00	7,945.50	89,639.50	2,415.00
210		*	3,001.41	2,494,279.13	2,497,280.54	1,069,596.62	1,421,541.27	6,142.65
	Fund HBUTotals:		3,001.41	2,494,279.13	2,497,280.54	1,069,596.62	1,421,541.27	6,142.65
160		*	37,000.00	0.00	37,000.00	0.00	0.00	37,000.00
293		*	73,000.00	0.00	73,000.00	72,081.25	0.00	918.75
	Fund HEVTotals:		110,000.00	0.00	110,000.00	72,081.25	0.00	37,918.75
201		*	0.00	1,795,172.50	1,795,172.50	118,487.50	1,676,685.00	0.00
240		*	0.00	939,566.34	939,566.34	106.50	228,830.74	710,629.10
243		*	0.00	125,000.00	125,000.00	0.00	0.00	125,000.00
244		*	0.00	384,389.00	384,389.00	2,161.50	47,227.50	335,000.00
245		*	0.00	3,809,886.24	3,809,886.24	956,833.65	2,390,052.59	463,000.00
246		*	0.00	137,500.00	137,500.00	53,175.00	0.00	84,325.00
270		*	0.00	920,000.00	920,000.00	0.00	0.00	920,000.00
401		*	0.00	250,000.00	250,000.00	0.00	0.00	250,000.00
999		*	63,770,754.10	-2,887,954.10	60,882,800.00	0.00	0.00	60,882,800.00
	Fund HRVTotals:		63,770,754.10	5,473,559.98	69,244,314.08	1,130,764.15	4,342,795.83	63,770,754.10
440		*	0.00	0.00	0.00	1,027,564.00	0.00	-1,027,564.00

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2025 To 12/31/2025



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Fund TCTotals:	0.00	0.00	0.00	1,027,564.00	0.00	-1,027,564.00
	Grand Totals:	163,206,332.92	8,305,961.03	171,512,293.95	41,871,349.94	48,126,332.23	81,514,611.78

Canandaigua City School District

Revenue Status Report By Function From 7/1/2025 To 12/31/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	54,105,000.00	0.00	54,105,000.00	51,671,440.56	2,433,559.44
A 1081	Other Payment in Lieu of Taxes	578,060.00	0.00	578,060.00	232,034.13	346,025.87
A 1085	School Tax Relief Reimbursement	0.00	0.00	0.00	2,433,417.27	-2,433,417.27
A 1090	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	136,049.58	38,950.42
A 1335	Other Student Fees/Charges - From Individuals	5,000.00	0.00	5,000.00	-538.27	5,538.27
A 2230	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	0.00	160,000.00
A 2280	Health Services for Other Districts	55,000.00	0.00	55,000.00	0.00	55,000.00
A 2401	Interest and Earnings	250,000.00	0.00	250,000.00	1,013,959.34	-763,959.34
A 2440	Rental of Buses	15,000.00	0.00	15,000.00	19,107.50	-4,107.50
A 2650	Sale of Scrap and Excess Materials	5,000.00	0.00	5,000.00	1,583.26	3,416.74
A 2666	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	147,900.00	-97,900.00
A 2680	Insurance Recoveries	0.00	0.00	0.00	10,810.58	-10,810.58
A 2701	Refund of Prior Year Expenses	150,000.00	0.00	150,000.00	3,928.94	146,071.06
A 2705	Gifts and Donations	0.00	5,588.00	5,588.00	100.00	5,488.00
A 2770	Other Unclassified Revenues	60,000.00	0.00	60,000.00	155,352.68	-95,352.68
A 2770.002	Use of Facilities	0.00	0.00	0.00	350.00	-350.00
A 3101	Formula Operating Aid	33,481,362.00	0.00	33,481,362.00	5,114,240.39	28,367,121.61
A 3102	VLT Lottery Aid	0.00	0.00	0.00	6,322,823.47	-6,322,823.47
A 3103	BOCES Aid	2,100,000.00	0.00	2,100,000.00	0.00	2,100,000.00
A 3104	Tuition Aid (Chapters 47, 66, and 721)	125,000.00	0.00	125,000.00	0.00	125,000.00
A 3260	Texbook Aid	185,000.00	0.00	185,000.00	0.00	185,000.00
A 3261	Computer Hardware Aid	48,000.00	0.00	48,000.00	0.00	48,000.00
A 3262	Computer Software Aid	49,000.00	0.00	49,000.00	0.00	49,000.00
A 3263	Library Media Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
A 3289	Other State Aid	15,000.00	0.00	15,000.00	138,333.92	-123,333.92
A 4289	Other Federal Aid (Specify)	0.00	0.00	0.00	5,146.53	-5,146.53
A 4601	Medicaid Assistance	120,000.00	0.00	120,000.00	59,921.68	60,078.32
A Totals:		91,751,422.00	5,588.00	91,757,010.00	67,465,961.56	24,291,048.44
C 1245	Other Breakfast Sales	23,000.00	0.00	23,000.00	8,277.51	14,722.49
C 1445	Other Lunch Sales	203,000.00	0.00	203,000.00	71,460.20	131,539.80
C 2401	Interest and Earnings	15,000.00	0.00	15,000.00	10,901.98	4,098.02
C 2402	Over/Short	0.00	0.00	0.00	28.27	-28.27

Canandaigua City School District

Revenue Status Report By Function From 7/1/2025 To 12/31/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 2770	Other Unclassified Revenue	15,000.00	0.00	15,000.00	7,121.58	7,878.42
C 2770.AEP	Ontario County Agricultural Enhancement Plan Mini-Grant	5,000.00	0.00	5,000.00	1,980.00	3,020.00
C 3190	State Aid - School Lunch	612,000.00	0.00	612,000.00	207,166.00	404,834.00
C 3192	Summer Food Service Program - State	1,100.00	0.00	1,100.00	6,254.00	-5,154.00
C 3290	State Aid - School Breakfast	250,000.00	0.00	250,000.00	91,672.00	158,328.00
C 4190.100	Federal Lunch	854,000.00	0.00	854,000.00	289,464.00	564,536.00
C 4190.200	Federal Breakfast	347,000.00	0.00	347,000.00	127,082.00	219,918.00
C 4192	Summer Food Service Program - Federal	35,000.00	0.00	35,000.00	33,055.00	1,945.00
C Totals:		2,360,100.00	0.00	2,360,100.00	854,462.54	1,505,637.46
FIA 4126.000.25	Title I Part A 2024-25	7,563.61	0.00	7,563.61	0.00	7,563.61
FIA 4126.000.26	Title I Part A 2025-26	562,026.00	0.00	562,026.00	0.00	562,026.00
FIA Totals:		569,589.61	0.00	569,589.61	0.00	569,589.61
FIB 4256	IDEA Section 611	1,003,686.00	-2.00	1,003,684.00	300,683.00	703,001.00
FIB Totals:		1,003,686.00	-2.00	1,003,684.00	300,683.00	703,001.00
FIC 4256	IDEA Section 619	32,596.00	2.00	32,598.00	18,898.00	13,700.00
FIC Totals:		32,596.00	2.00	32,598.00	18,898.00	13,700.00
FII 4126.000.25	Title IIA State Aid 24/25	2,217.30	0.00	2,217.30	0.00	2,217.30
FII 4126.000.26	Title IIA State Aid 25/26	85,306.00	0.00	85,306.00	0.00	85,306.00
FII Totals:		87,523.30	0.00	87,523.30	0.00	87,523.30
FIV 4129.000.25	Title IV State Aid 24/25	11,421.50	0.00	11,421.50	0.00	11,421.50
FIV 4129.000.26	Title IV State Aid 25/26	43,394.00	0.00	43,394.00	0.00	43,394.00
FIV Totals:		54,815.50	0.00	54,815.50	0.00	54,815.50
FSS 3289	Summer School Aid	721,720.00	0.00	721,720.00	0.00	721,720.00
FSS 5031	Summer School Interfund Transfer	180,430.00	0.00	180,430.00	0.00	180,430.00
FSS Totals:		902,150.00	0.00	902,150.00	0.00	902,150.00
FUP 3289	Universal PreK	794,675.00	0.00	794,675.00	397,337.00	397,338.00

Canandaigua City School District

Revenue Status Report By Function From 7/1/2025 To 12/31/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	FUP Totals:	794,675.00	0.00	794,675.00	397,337.00	397,338.00
H26 5031	Capital Outlay 2025-26 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	H26 Totals:	100,000.00	0.00	100,000.00	0.00	100,000.00
HBU 5031	Interfund Transfer from General Fund	0.00	491,138.00	491,138.00	0.00	491,138.00
	HBU Totals:	0.00	491,138.00	491,138.00	0.00	491,138.00
HEV 3297	NYSBIP Reimbursement	110,000.00	0.00	110,000.00	0.00	110,000.00
	HEV Totals:	110,000.00	0.00	110,000.00	0.00	110,000.00
HRV 5710	Serial Bonds	56,785,000.00	0.00	56,785,000.00	0.00	56,785,000.00
	HRV Totals:	56,785,000.00	0.00	56,785,000.00	0.00	56,785,000.00
TC 2770.44	Taxes Collected - Wood Library	0.00	0.00	0.00	1,027,564.00	-1,027,564.00
	TC Totals:	0.00	0.00	0.00	1,027,564.00	-1,027,564.00
V 2401	Interest & Earnings	0.00	0.00	0.00	151,932.05	-151,932.05
	V Totals:	0.00	0.00	0.00	151,932.05	-151,932.05
	Grand Totals:	154,551,557.41	496,726.00	155,048,283.41	70,216,838.15	84,831,445.26

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) MS (Final) _____

Director of Transportation

(Initial) [Signature] (Final) _____

Assistant Superintendent for Instruction:

(Initial) [Signature] (Final) _____

Superintendent:

(Initial) [Signature] (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:

FIRST Robotics Team

Summary of Trip:

Robotics Competition - FIRST Robotics Tech Valley Regional

Name of Trip Coordinator:

Dan Bowman

Trip Coordinators Email:

bowmand@canandaiguaschools.org

Trip Coordinators Phone Number:

585-905-2036

Destination of Field Trip:

Albany, NY

Departure Date and Approximate Departure Time:

Wednesday, April 15th 2026, 1:40 PM

Return Date and Approximate Return Time:

Saturday, April 18st 2026, 10:00 PM

Number of Students Expected to Attend:

16

Number of Chaperones:

8

Mode of Transportation:

School Bus

Accommodations:

Tru by Hilton - Albany Crossgates Mall

Cost per Student	
Package Amount	Total per student = \$0.00
Or Breakdown Amount - Price per Student	
Travel/ Transportation	\$160.00
Lodging	\$150.00
Breakfast	Inc. Hotel
Lunch	\$45.00
Dinner	\$80.00
Other Expenses (<i>explanation</i>)	
Cost of Trip per Student	\$435.00
<i>Less Club Contribution</i>	-\$435.00
<i>Less Expected Fundraising</i>	-
Final Cost to Student	= \$0.00

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.

Daniel Bowman

Name of Trip Coordinator



Signature of Trip Coordinator

02-09-26

Date

Parent Meeting Attachment

Overnight Trip Parent Meeting Agenda

Meeting Date 4/09/2026

Date of trip: April 15 - 18, 2026

Hotel:

TRU BY HILTON - ALBANY CROSSGATES MALL
1651 WESTERN AVENUE
ALBANY, NY 12203

Agenda:

Itinerary Review:

Costs: The cost of this trip and the other regular-season trips are incorporated into the team's \$200 team fee.

Room Assignments:

Rules/Behavior:

Students with Medication:

Trip cancellation policy/ insurance:

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:

International Career Development Conference (ICDC) <https://www.deca.org/conferences/icdc>

At the International Career Development Conference (ICDC), over 20,000 high school students, advisors, businesspersons, and alumni gather for several days of DECA excitement. Most participants at ICDC compete in one of DECA's competitive events vying to be the best in the world. In addition to competitive events, many students and advisors participate in a variety of leadership and career advancing academies.

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) MS

(Final) _____

Director Of Transportation:

(Initial) MS

(Final) _____

ASI:

(Initial) MS

(Final) _____

Superintendent:

(Initial) _____

(Final) _____

Board of Education:

(Initial) _____

(Final) _____

Attachment 2 - FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, we will make every effort to reimburse students when possible. For any extended (overnight) Co-curricular or Extra-curricular field trips students must have no illegal absences the two (2) days prior to the field trip and also must be within the school's attendance policy.

Trip Date: April 25 to April 29, 2026

Class/Group: DECA

Teacher/Supervisor: Katie Estes

Trip Destination:

Name of Group/Club (building/grade level): DECA, Canandaigua Academy, Grades 10-12

Destination: <https://www.deca.org/conferences/icdc> **GEORGIA WORLD CONGRESS CENTER**

Address: 285 Andrew Young International Blvd NW, Atlanta, GA 30313

Atlanta Marriott Marquis

Address: 265 Peachtree Center Ave NE, Atlanta, GA 30303

Phone: (404) 521-0000

https://www.guestreservations.com/atlanta-marriott-marquis/booking?utm_source=google&utm_medium=cpc&utm_campaign=973003610&gad_source=1&gad_campaignid=973003610&gbraid=0AAAAADiMQMY0u0RxIqWJ2dOXtn2FxeY2f&gclid=Cj0KCQiAyyHLBhDIARIsAHxl6xr_Yp6S0S_F-c8kZUqwRvYSaRWePvxZuORtWiE63pJ7KAVCyhnbRtcaAok2EALw_wcB

International DECA Competition-

ICDC will be held in Atlanta, GA from Saturday, April 25th – Tuesday, April 29th, 2026. The closing ceremonies run late on Tuesday, April 28th, so plan on flying out on Wednesday, April 29th.

Potential other stops- "Get to Atlanta" (DECA sponsored)

From Peachtree to Ponce, there's plenty to explore in Atlanta! Take a short walk to top attractions like Chick-fil-A College Football Hall of Fame, Georgia Aquarium, The National Center for Civil and Human Rights and World of Coca-Cola. Or a take short ride to Ponce City Market's Skyline Park, Atlanta Botanical Garden or Zoo Atlanta.

Departure Date and Approximate Time: Saturday April 25, 2026

Return Date and Approximate Time: Wednesday April 29, 2026

Departing From: Rochester Airport Returning To: Rochester Airport

Additional

Students will meet at the Rochester Airport 90 minutes before boarding.

Transportation	
Bus	<u> x </u>
Walk	<u> x </u>
Other	<u> x </u>

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) MS

(Final) _____

Director of Transportation

(Initial) [Signature]

(Final) _____

Assistant Superintendent for Instruction:

(Initial) [Signature]

(Final) _____

Superintendent:

(Initial) [Signature]

(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:

Student Government- NYSLCSA Board Members

Summary of Trip:

Student and Adult board members of NYSLCSA will gather in Syracuse to plan for our State conference that will happen in November

Name of Trip Coordinator:

Ashley Fisher

Trip Coordinators Email:

fishera@canandaiguaschools.org

Trip Coordinators Phone Number:

425-737-2045

Destination of Field Trip:

Syracuse Embassy Suites

Departure Date and Approximate Departure Time:

April 17 330PM

Return Date and Approximate Return Time:

APRIL 19 11AM

Number of Students Expected to Attend:

2

Number of Chaperones:

1

Mode of Transportation:

School Transportation requested

Accommodations:

Insert Hotel Information including the address, phone number, and link to the website
Embassy Suites by Hilton Syracuse- 6646 Old Collamer Rd S, East Syracuse, NY 13057

Refund Policy/ Insurance Information:

Rooms provided by NYSCLSA

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 trip connects to our student leadership program, as it provides students with the opportunity to actively plan and prepare for our annual state conference. Throughout the weekend, students collaborate to develop conference themes, activities, and logistics, ensuring the event will be meaningful and impactful for student leaders across New York State. Students have the opportunity to build relationships with other members of the NYSCLSA board from different regions of the state. These connections help them gain new perspectives, share ideas, and learn from one another's experiences. Networking with peers who share similar leadership roles strengthens their sense of responsibility and commitment to serving their schools and communities.

The educational outcomes of this experience include increased confidence, improved public speaking and collaboration skills, and the development of leadership qualities such as accountability, initiative, and adaptability. Students return with a stronger understanding of what it takes to lead effectively, plan large-scale events, and represent their school at the state level. These skills directly support their growth as student leaders and positively impact the programs and initiatives they bring back to our school community.

Attach or copy/paste a detailed Itinerary Below

Insert Itinerary

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

<i>Less Expected Fundraising</i>	-
Final Cost to Student	= \$0.00

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.

 Ashley Fisher
 Name of Trip Coordinator


 Signature of Trip Coordinator

 2/23/26
 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!
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:

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.