

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
MONDAY, JUNE 18, 2018
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. APPROVAL OF MINUTES: June 4, 2018 (BOARD ACTION)
- V. PUBLIC COMMENT
The Board of Education offers this time for those wishing to express public opinion. When addressing the Board, you will be asked to clearly state your name and address and limit your comment/s to approximately three minutes in order for the Board to accomplish the evening's agenda.
- VI. BOARD OF EDUCATION REPORT
- A. Monroe County School Boards Association Meeting Reports
1. Board President's
 2. Executive Committee
 3. Information Exchange Committee
 4. Labor Relations Committee
 5. Legislative Committee
 6. Steering Committee
 7. Community Outreach Advisory Committee
- B. Meeting Reports
1. Town/Village/School District Leadership Annual Meeting
 - a. Collaboration Compact
- C. Dates to Remember
1. **6/23/18** – Mendon High School Graduation – 10:00 a.m. – RIT Gordon Field House
6/23/18 – Sutherland High School Graduation – 2:00 p.m. – RIT Gordon Field House
 2. 7/10/18 – Summer Workshop
7/10/18 – **(Tuesday)** Regularly Scheduled Reorganization & Regular Meeting-**5:00 p.m.**
 3. 7/11/18 – Summer Workshop
- D. Approval of Superintendent's Contract (BOARD ACTION)
- VII. FINANCIAL REPORT – Mr. Kenney
- A. Action Items:
1. Acceptance of Treasurer's Report – May 31, 2018 (BOARD ACTION)
 2. Fund Balance Management Resolution (BOARD ACTION)
 3. Monroe #1 BOCES 2018-2019 Transportation Contract (BOARD ACTION)
 4. Monroe #1 BOCES Transportation Contract – ESY 2018 (BOARD ACTION)
 5. Bid Awards (See Consent Agenda)
 - a. Art Supplies
 - b. Athletic Supplies – Chairs
 - c. Athletic Supplies & Equipment
 - d. BOCES II Cooperative Food Supply
 - e. Food Service Fresh Bagels
 - f. Nurse & Trainer Supplies
 - g. Microphone System
- B. Discussion:
- C. Other:

- VIII. HUMAN RESOURCE REPORT – Mr. Leone
 - A. Action Items:
 - 1. Professional Staff Report (BOARD ACTION)
 - 2. Support Staff Report (BOARD ACTION)
 - B. Discussion:
 - C. Other:

- IX. STUDENT SERVICES REPORT – Dr. Vaughan-Brogan
 - A. Action Items:
 - 1. Policy Approval – 2nd Reading (See Consent Agenda)
 - a. #3410-Code of Conduct
 - B. Discussion:
 - C. Other:

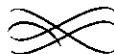
- X. SPECIAL EDUCATION REPORT – Ms. Woods
 - A. Action Items (See Consent Agenda)
 - 1. Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Reevaluation CPSE to CSE Transitions, Requested Reviews, Requested Review CPSE to CSE Transitions.
 - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews.
 - 3. Committee on Preschool Special Education: Annual Reviews, Initial Eligibility Determination Meeting, Reevaluation Reviews.
 - B. Discussion:
 - C. Other:

- XI. SUPERINTENDENT’S REPORT – Mr. Pero
 - A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. Policy Approval – 2nd Reading (See Consent Agenda)
 - a. #5685-Automated External Defibrillators
 - B. Discussion:
 - C. Other:

- XII. CONSENT AGENDA (BOARD ACTION)
 - A. Bid Awards
 - B. Committee on Special Education
 - C. Sub-Committee on Special Education
 - D. Committee on Preschool Special Education
 - E. Policy Approval - #3410-Code of Conduct
 - F. Policy Approval - #5685-Automated External Defibrillators

- XIII. OLD BUSINESS
- XIV. NEW BUSINESS
- XV. PUBLIC COMMENT
- XVI. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: (Tuesday) July 10, 2018



Mission: The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.

For school district information, visit our website at pittsfordschools.org

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Monday, June 4, 2018
Board Room - Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, June 4, 2018.

BOARD MEMBERS PRESENT: A. Thomas, K. McCluski, T. Aroesty, V. Baum, I. Narotsky,
P. Sullivan, R. Sanchez-Kazacos.

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, D. Kenney, M. Leone, P. Vaughan-Brogan,
M. Ward, N. Wayman, E. Woods.

OTHERS PRESENT: W. Ruiz, L. Gressell, R. Mitchell, J. Mitchell, A. Mitchell, S. Warchol, M. Sykes, S. Soloway, H. Gent, C. Bruce, M. Graham, K. Bond, M. Tierney, A. Alvarado, N. Bond, D. Cerbone, M. Chabut and others that did not sign in.

1. Mrs. Thomas called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mrs. Narotsky, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening's meeting with the Student Services Report moved ahead of the Human Resource Report. **APPROVED:
AGENDA**

Vote: Unanimously carried

3. Dr. Vaughan-Brogan conducted a Code of Conduct Hearing noting the additions and changes that have been made to certain language for better understanding. It is a living document and used to clarify the behavior of all persons.

4. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its May 21, 2018, meeting. **APPROVED:
MINUTES
05/21/18**

Vote: Unanimously carried

5. Public Comment: Mr. Ruiz, Mrs. Cecconi, Mr. Soloway, Mr. Palmer, Mrs. Urtz, Mrs. Lenio along with others spoke to the Board about Pittsford Musicals and their relationship with the District. Mr. Pero responded about the partnership with PM and how issues have been worked out in the past.

6. Mrs. McCluski noted that she is one of six people that will be involved in Board Governance training this coming Saturday.

7. It was noted that the Town/Village/School District Leadership Team has edited and revamped the Collaboration Agreement Compact which will be sent out electronically. Those who feel they can live up to the compact will be signing it at an annual dinner meeting on June 13.

8. Motion was made by Mrs. Narotsky, seconded by Mrs. McCluski and carried regarding the following resolution:

Vote: Unanimously carried

**APPROVED:
FOOD SERVICE
BUDGET**

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District hereby approves the 2018-2019 School food Service budget and meal prices detailed below:

91.

<i>Grade Level</i>	<i>2017-2018</i>	<i>2018-2019</i>	<i>Change</i>
Elementary	\$3.00	\$3.25	\$0.25
Secondary	\$3.25	\$3.50	\$0.25
Breakfast	\$2.25	\$2.25	\$0.25
Adult Ala Carte	\$5.00	\$5.25	\$0.25
Annual Budget	\$1,879,081	\$1,928,209	2.61%

Mrs. Thomas commented that Mrs. Vangellow, Director of Food Service, has done a phenomenal job this year.

9. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty and carried regarding the following resolution:
Vote: Unanimously carried

**APPROVED:
SEQRA
RESOLUTION**

WHEREAS, the Board of Education of the Pittsford Central School District is considering to undertake certain improvements to the Allen Creek Elementary School site consisting of the addition of approximately 38 parking spaces, associated storm water management area and facilities and related landscaping (the "Project"); and

WHEREAS, the proposed the Project is a routine activity of an educational institution for the purpose of replacement, rehabilitation or reconstruction of a structure or facility including upgrades to meet code or legal requirements, in kind; and/or expansion of an accessory/appurtenant non-residential facility involving less than 4,000 square feet of gross floor area or routine activities of educational institution involving expansion of existing facilities by less than 10,000 square feet of gross floor area; and

WHEREAS, such actions are deemed, pursuant to the regulations adopted by the New York State Department of Environmental Conservation, to be "Type II" actions and are not subject to the requirements of the New York State Environmental Quality Review Act;

NOW THEREFORE IT IS RESOLVED, that the proposed proposition is a Type II action pursuant to 6 NYCRR § 617.5(c) and that further review pursuant to the New York State Environmental Quality Review Act is not necessary.

10. Mr. Kenney gave a summary of the recent Audit Oversight Committee meeting where the District's external audit firm representative was present to give the results of their annual audit. Highlighted was the charter review, purchasing policies and mention made of the Districts pristine credit rating.

11. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District hereby approves the 2018-2019 Driver Education Program budget of \$121,424.50.

Vote: Unanimously carried

**APPROVED:
DRIVER
EDUCATION
BUDGET**

12. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District hereby approves the 2018-2019 Summer Enrichment Institute budget of \$93,277.00.

Vote: Unanimously carried

**APPROVED:
SUMMER
ENRICHMENT**

13. Motion was made by Mrs. McCluski, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Professional Staff Report:

Vote: Unanimously carried

**APPROVED:
PROFESSIONAL
STAFF REPORT**

A. Appointment – Teacher

Name: Rachel Sweet
Position: PRE Grade 1
Type of Position: Probationary
Tenure Area: Elementary
Probationary Period: 08/30/2018 – 08/29/2021
Certification: Professional
Salary: \$51,396
Effective Date: August 30, 2018

Name: Kimberly Falzoi
 Position: PRE Grade 3
 Type of Position: Probationary
 Tenure Area: Elementary
 Probationary Period: 08/30/2018 – 08/29/2021
 Certification: Permanent
 Salary: \$58,819
 Effective Date: August 30, 2018

Name: Kathryn Burch
 Position: PRE Grade 1
 Type of Position: Probationary
 Tenure Area: Elementary
 Probationary Period: 08/30/2018 – 08/29/2022
 Certification: Initial
 Salary: \$47,732
 Effective Date: August 30, 2018

Name: Kerri Hastings
 Position: MCE Kindergarten
 Type of Position: Probationary
 Tenure Area: Elementary
 Probationary Period: 08/30/2018 – 08/29/2022
 Certification: Initial
 Salary: \$49,161
 Effective Date: August 30, 2018

Name: Jodi Orman
 Position: MCE Grade 3
 Type of Position: Probationary
 Tenure Area: Elementary
 Probationary Period: 08/30/2018 – 08/29/2021
 Certification: Professional
 Salary: \$56,673
 Effective Date: August 30, 2018

Name: Lindsay Dryden
 Position: ACE Grade 5
 Type of Position: Probationary
 Tenure Area: Elementary
 Probationary Period: 08/30/2018 – 08/29/2022
 Certification: Professional
 Salary: \$51,666
 Effective Date: August 30, 2018

B. Change of Status – Regular Sub to Probationary

Name: Nina Talamo
 Position: MCE ELL
 Type of Position: Probationary
 Tenure Area: English as a Second Language
 Probationary Period: 09/01/2017 – 08/29/2021
 Certification: Initial
 Effective Date: August 30, 2018

93.

C. Change of Status – Full-time to Part-time

Name: Julia Smith
Position: MHS/CRMS Latin
Type of Position: Tenured to Part-time
Effective Date: September 1, 2018

Name: Lucas Hagens
Position: MHS/SHS Business
Type of Position: Probationary to Part-time
Effective Date: September 1, 2018

D. Termination – Position Eliminated

Name: Joshua Piano
Position: CRMS Technology
Type of Position: Probationary
Effective Date: June 30, 2018

Name: Stephen Gleeson
Position: MHS Social Studies
Type of Position: Part time
Effective Date: June 30, 2018

E. Termination – Position Ending

Name: Lori Calcagni
Position: JRE .5 Psychologist
Type of Position: Regular Sub
Effective Date: June 30, 2018

Name: Hannah Johnson
Position: JRE Grade 4
Type of Position: Regular Sub
Effective Date: June 30, 2018

Name: Karla Kushner
Position: BRMS .8 Spanish
Type of Position: Regular Sub
Effective Date: June 30, 2018

Name: Corinne Warner
Position: BRMS Special Education
Type of Position: Regular Sub
Effective Date: June 30, 2018

Name: Diana Gugino
Position: Psychology Intern
Type of Position: Internship
Effective Date: June 30, 2018

Name: Mary-Lynn McHugh
Position: Psychology Intern
Type of Position: Internship
Effective Date: June 30, 2018

F. Resignation – Teacher
Krisiola Caloyeras

G. Summer Program Appointments
 Summer Enrichment Institute
 Driver Education

This report in its entirety is duly made a part of these minutes and is kept in a supplemental file for this meeting.

14. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent’s recommendation, approves the following Support Staff Report:
 Vote: Unanimously carried

**APPROVED:
 SUPPORT
 STAFF REPORT**

APPOINTMENTS

<u>CLERICAL</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Rubie Times	Off Clk II	Teacher Personnel	37.5/wk	7/30/18	\$44,200

RETIREMENTS

<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Gary D’Annunzio	Bus Driver	BG	16 yrs	7/1/18

APPOINTMENTS

<u>CUST/MAINT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
John Wikiers	Summer Help	Grounds	8/day	5/23/18	\$10.50/hr.

APPOINTMENTS

<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
David Schaub	Auto Mech	BG	8/day	6/18/18	\$42,000

RESIGNATIONS

<u>CUST/MAINT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Thomas Landry	Cleaner	CRMS	7 yrs	5/25/19

15. Motion was made by Mrs. McCluski, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves calling an Executive Session for the purpose of discussing the employment of a particular person where no official business will be conducted. This session will take place immediately following the Regular Meeting.
 Vote: Unanimously carried

**APPROVED:
 EXECUTIVE
 SESSION**

16. Mr. Pero acknowledged the donations of over \$4,000 from PTSA to Calkins Road Middle School.

17. Mr. Pero presented Mrs. Thomas with a New York State School Boards certificate of achievement for her hours of service.

18. Mr. Pero noted the first reading of policy #5685 – Automated External Defibrillators that will come back to the Board at its next meeting for action.

19. Mr. Pero said that in today’s Business First publication, Pittsford ranked #1 in Math, Science, Social Studies and ELA among area schools.

20. Motion was made by Mr. Aroesty, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:
 Vote: Unanimously carried

**APPROVED:
 CONSENT
 AGENDA**

95.

Bid Awards:

Athletic Supplies Various Vendors \$27,701.01

This report in its entirety is duly made a part of these minutes and is kept in a supplemental file for this meeting.

18-20 Rubbish Removal Waste Management of New York \$70,253.20

Committee on Special Education: Annual Reviews, Initial Eligibility Determination Meeting, Reevaluation Reviews, Requested Review Transfer Student.

Committee on Preschool Special Education: Initial Eligibility Determination Meetings.

Gifts to the District:

Donation of \$2,000.00 from PTSA for end of year activities at Calkins Road Middle School. (Includes trips to Seabreeze and Darian Lake)

Donation of \$2,129.00 from PTSA for the purchase of Student Agendas for all students at Calkins Road Middle School.

21. Mrs. Graham, resident, thanked the Board and all involved in the passage of implementing full-day kindergarten which will begin in the fall. Mrs. Thomas also thanked Mrs. Graham for her advocacy efforts.

22. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves recessing its Regular Meeting in order to enter into Executive Session at 7:47 p.m.

**APPROVED:
RECESS**

Vote: Unanimously carried

23. Motion was made by Mr. Aroesty, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session and Regular Meeting at 9:51 p.m.

**APPROVED:
ADJOURNMENT**

Vote: Unanimously carried

Respectfully submitted,



Veronica M. Walker
School District Clerk

PITTSFORD CENTRAL SCHOOL DISTRICT

TREASURER'S REPORT

May 31, 2018

The following reports have been prepared by the Assistant Director of Finance, Holly Evans, in accordance with the Uniform System of Accounts for School Districts as required by the New York State Department of Audit and Control. These reports represent the financial status of the District as of May 31, 2018.

GENERAL FUND

- The District received their proportionate share of sales tax from Monroe County in the amount of \$ 1,337,823 for the first quarter of 2018 (see page 3)
- The District received, from other districts, \$40,000 for Health Services for the 2017-2018 school year (see page 3).

SCHOOL LUNCH FUND

- The school lunch program had net operations of \$49,974 for the month of May (see page 6).

TRUST & AGENCY FUND

- Activity was normal for the month of May. The first of several scholarship checks were processed. (see page 8).

SPECIAL AID FUND

- Activity was normal for the month of April. An amendment for Teacher Center was submitted and is awaiting approval (See page 11).

CAPITAL, DEBT AND RESERVE FUNDS

- Capital and Debt Service Funds have an unencumbered balance of \$4,553,306. The unencumbered balance increased after voter authorization on May 15, 2018 of \$1,324,047 from the Bus Purchase Reserve (see page 13).
- Reserve fund balances total \$28,522,989. The total reflects the transfer of the \$1,324,047 from the Bus Purchase Reserve to Capital (see page 13).

Respectfully submitted,



Leanne G. Reister
Director of Finance

PITTSFORD CENTRAL SCHOOLS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS May 31, 2018

GENERAL FUND

	4/30/2018 Balance	Receipts	Disbursements	5/31/2018 Balance
Cash in Banks - Checking	\$ 8,504,837.67	\$ 6,757,312.24	\$ 10,368,802.61	\$ 4,893,347.30
Money Market Account-Chase	385,570.42	114.51	-	385,684.93
Money Market Account- Key	1,797,391.04	152.66	-	1,797,543.70
Money Market Account- M & T	4,540,355.79	1,735.61	-	4,542,091.40
Money Market Account- CNB	500,291.58	33.99	-	500,325.57
Chase Purchasing Card	-	248,540.74	248,540.74	-
Investments (See Schedule)	22,056,277.75	-	5,054,271.77	17,002,005.98
	\$ 37,784,724.25	\$ 7,007,889.75	\$ 15,671,615.12	\$ 29,120,998.88

RESERVES

	4/30/2018 Balance	Receipts	Disbursements	5/31/2018 Balance
Unemployment Reserve (Checking)	\$ 392,974.70	\$ 49.95	\$ -	\$ 393,024.65
Workers' Compensation Reserve	180,317.65	22.92	-	180,340.57
Reserve for Tax Certiorari (Checking)	927,888.06	117.93	-	928,005.99
Employee Retirement Contribution	2,005,743.30	254.93	-	2,005,998.23
Reserve for Liability (Checking)	1,686,437.45	214.35	-	1,686,651.80
Insurance Reserve (Checking)	1,222,049.02	155.32	-	1,222,204.34
Capital Reserve	14,112,108.92	1,305.47	-	14,113,414.39
Bus Purchase Reserve	5,139,589.67	42,658.82	1,324,047.00	3,858,201.49
Employee Benefit Reserve	2,062,157.59	262.10	-	2,062,419.69
Instructional Technology Capital Reserve	1,503,489.86	191.09	-	1,503,680.95
Investments (See Schedule)	-	-	-	-
	\$ 29,232,756.22	\$ 45,232.88	\$ 1,324,047.00	\$ 27,953,942.10

SCHOOL LUNCH FUND

	4/30/2018 Balance	Receipts	Disbursements	5/31/2018 Balance
Cash in Banks - Checking	\$ 474,813.80	\$ 207,475.24	\$ 150,738.58	\$ 531,550.46
Money Market Account-Chase	207,615.40	26.39	-	207,641.79
	\$ 682,429.20	\$ 207,501.63	\$ 150,738.58	\$ 739,192.25

CAPITAL FUND

	4/30/2018 Balance	Receipts	Disbursements	5/31/2018 Balance
Cash in Banks - Checking	\$ 46,968.71	\$ 0.77	\$ 16,431.00	\$ 30,538.48
Capital-Dec 2012 Proposition-Reserve	-	-	-	-
Capital-Dec 2012 Proposition-BAN	2,220,007.88	283.41	196,836.15	2,023,455.14
Bus Purchase Reserve -Capital	42,000.24	1,324,047.00	42,000.24	1,324,047.00
	\$ 2,308,976.83	\$ 1,324,331.18	\$ 255,267.39	\$ 3,378,040.62

SPECIAL AID FUND

	4/30/2018 Balance	Receipts	Disbursements	5/31/2018 Balance
Cash in Banks - Checking	\$ 594,432.42	\$ 34,886.00	\$ 203,825.26	\$ 425,493.16
Money Market Account-Chase	-	-	-	-
	\$ 594,432.42	\$ 34,886.00	\$ 203,825.26	\$ 425,493.16

PITTSFORD CENTRAL SCHOOLS

INVESTMENT SCHEDULES

As of 5/31/18

GENERAL FUND

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
3/6/2018	6/4/2018	Chase	10,000,000.00	1.67%	90	41,178.08
5/10/2018	6/9/2018	Chase	5,000,000.00	1.55%	30	6,369.86
4/13/2018	7/12/2018	CNB	2,002,005.98	1.32%	90	6,516.12
			<u>17,002,005.98</u>			<u>54,064.06</u>

Our current interest rates are as follows:

JP Morgan Chase Checking	0.10% -0.35%
Key Checking	0.02%
Key Money Market	0.05% -0.10%
M & T Money Market -General Fund	0.10%
Canandaigua National Bank Savings	0.08%

Many of our Chase money market accounts are bundled, but with separate account numbers to provide a higher rate of return.

**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

General Fund Accounts (Checking and Money Market)

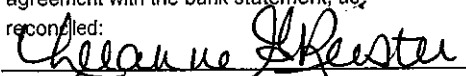
DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			<u>15,728,446.50</u>
	Receipts:			
	Taxes & Tax Items			
	Non Property Taxes	1,337,823.25		
	Local Revenues	350,938.38		
	State Aid (Lottery, Medicaid & Star Aid)			
	Monroe #1 BOCES			
	Interest	3,831.56		
	Transfer - CD	5,066,755.82		
	Transfer - Debt Service			
	Transfer - Special Aid Fund DT/DF			
	Net Transfers			
	Total Receipts:			<u>6,759,349.01</u>
	Disbursements:			
	EFT/Wire Transfers		62,728.21	
	Check # 248355-248771		3,343,364.74	
	ACH Check# 000073-000089		7,729.31	
	Payroll Funding		6,706,439.61	
	Void Checks			
	Transfer to P-Card		248,540.74	
	Transfer to Tax Certiorari Reserve			
	Transfer to Debt Service (Re: EPC/Bond)			
	Transfer to Special Aid (DT/DF)			
	Total Disbursements:			<u>(10,368,802.61)</u>
30-Apr	ENDING BALANCE	<u>\$ 6,759,349.01</u>	<u>\$ 10,368,802.61</u>	<u>12,118,992.90</u>

BANK RECONCILIATION


BALANCE PER BANK:	12,146,313.75
ADD:	
NSF Payments	174.06
Outstanding Deposit	
SUBTRACT:	
Outstanding Checks	(27,494.91)
Outstanding Transfer to Special Aid	
ADJUSTED BANK BALANCE	<u>12,118,992.90</u>
BALANCE PER BOOKS	<u>12,118,992.90</u>

Note: This reconciliation combined with the P-card reconciliation on page 18 make up the total general fund cash balance (net of investments) shown on page 1

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:


Leanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:


Veronica M. Walker, School District Clerk

PITTSFORD CENTRAL SCHOOLS

GENERAL FUND

Monthly Statement of Revenues
May 31, 2018

DESCRIPTION	BUDGETED REVENUES WITH ADJUSTMENTS	REV. REC'D 5/31/2018	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	90,497,962.62	-	90,520,081.19	90,520,081.19	22,119
Other Payments in Lieu of Taxes	66,681.00	-	272,813.62	272,813.62	206,133
STAR Tax Relief Program	7,377,145.38	-	7,377,145.40	7,377,145.40	0
Interest & Penalties	515.00	-	1,855.23	1,855.23	1,340
County Sales Tax	5,110,000.00	1,337,823.25	4,249,870.41	5,110,000.00	-
Textbook Charges	600.00	-	115.00	600.00	-
Tuition - Individuals	-	-	-	-	-
Other Student Charges	15,000.00	-	263.59	15,000.00	-
Admissions	12,975.00	-	16,992.00	16,992.00	4,017
Tuition - Other Districts	150,000.00	-	(8,181.70)	150,000.00	-
Health Services - Other Districts	220,346.00	39,411.41	191,174.75	242,350.76	22,005
Interest Earned on Investments	45,000.00	16,504.71	214,357.82	214,357.82	169,358
Rental of Real Property	80,000.00	428.00	82,143.58	82,143.58	2,144
Rental of Real Property, BOCES	-	-	-	-	-
Rental of Buses	-	-	4,536.19	4,536.19	4,536
Commissions	-	-	-	-	-
Forfeiture of Deposits	-	-	-	-	-
Sale of Scrap and Excess Materials	-	261.00	1,081.60	1,081.60	1,082
Sale of Instructional Materials - Textbooks	-	-	2,767.00	2,767.00	2,767
Sale of Equipment	-	-	98,111.00	98,111.00	98,111
Insurance Recoveries	40,000.00	-	62,546.32	62,546.32	22,546
Other Compensation for Loss	2,200.00	82.12	923.27	2,200.00	-
Refund for BOCES Aided Services	284,804.00	-	659,218.08	659,218.08	374,414
Refund of Prior Years Expense	60,000.00	64.00	80,965.39	80,965.39	20,965
Gifts and Donations	15,000.00	5,927.00	51,873.69	51,873.69	36,874
Unclassified Revenues	75,000.00	1,220.50	139,156.94	139,156.94	64,157
State Aid - General Operating/Foundation Aid	4,797,154.26	-	2,452,744.95	4,797,154.26	-
State Aid - Excess Cost	2,910,225.00	-	2,103,034.50	2,910,225.00	-
State Aid - Building Aid	6,500,330.00	-	6,756,034.00	6,756,034.00	255,704
State Aid - Lottery Aid	4,293,234.09	-	4,293,234.09	4,293,234.09	-
State Aid - Lottery Grant	827,811.59	-	827,811.59	827,811.59	-
State Aid - Commercial Gaming Grant	48,557.06	-	48,557.06	48,557.06	-
State Aid - BOCES	2,632,896.00	-	585,882.75	2,343,531.00	(289,365)
State Aid - Tuition for Students w/ Disabilities	-	-	103,100.00	103,100.00	103,100
State Aid - Textbooks	364,936.00	-	361,150.00	364,936.00	-
State Aid - Software Aid	97,385.00	-	95,872.00	95,872.00	(1,513)
State Aid - Hardware Aid	87,000.00	-	85,703.00	85,703.00	(1,297)
State Aid - Library Mat. Aid	40,631.00	-	40,025.00	40,025.00	(606)
State Aid - Other Bullet Aid	50,000.00	-	50,000.00	50,000.00	-
State Aid - Other Charter School CSBT	2,500.00	-	2,500.00	2,500.00	-
State Aid - Other Urban Suburban	1,071,629.00	-	1,201,719.00	1,201,719.00	130,090
Medicaid Assistance	40,000.00	-	41,038.96	41,038.96	1,039
Interfund Transfers	-	42,000.24	42,000.24	42,000.24	42,000
Appropriated Fund Balance	1,534,000.00	-	-	1,534,000.00	-
Reserve for Encumbrances	1,831,221.03	-	-	1,831,221.03	-
Appropriated Reserve: Liability	50,000.00	-	-	50,000.00	-
Appropriated Reserve: Workers Compensation	20,000.00	-	-	20,000.00	-
Appropriated Reserve: EBALR	400,000.00	-	-	400,000.00	-
Appropriated Reserve: ERS	203,000.00	-	-	203,000.00	-
Appropriated Reserve: Unemployment Res	40,000.00	-	-	15,000.00	(25,000)
Appropriated Reserve: Bus Purchase Reserve	-	-	-	-	-
TOTALS:	\$ 131,895,739.03	\$ 1,443,722.23	\$ 123,110,217.51	\$ 133,162,458.04	\$ 1,266,719.01

PITTSFORD CENTRAL SCHOOLS

GENERAL FUND Schedule of Appropriated Expenses May 31, 2018

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
School Operations						
Elementary Schools	17,306,310.00	218,431.98	17,524,741.98	13,864,799.32	2,882,633.40	777,309.26
Middle School	13,729,601.00	(779.06)	13,728,821.94	11,134,952.35	2,150,834.04	443,035.55
High School	19,296,582.00	183,895.18	19,480,477.18	15,824,322.38	2,707,881.41	948,273.39
Total School Operations	50,332,493.00	401,548.10	50,734,041.10	40,824,074.05	7,741,348.85	2,168,618.20
Central Student Programs & Services						
Special Education Office	453,566.00	(9,889.87)	443,676.13	280,878.71	35,347.12	127,450.30
Special Education Services	1,220,009.00	3,071.20	1,223,080.20	960,374.83	212,619.29	50,086.08
Out of District Spec. Ed Programs	6,305,348.00	494,187.85	6,799,535.85	5,634,435.88	500,060.66	665,039.31
Special Services	633,483.00	500.00	633,983.00	506,607.93	85,103.51	42,271.56
Summer Programs	24,000.00	-	24,000.00	20,846.00	3,154.00	0.00
Non Public Services	481,666.00	20,046.76	501,712.76	324,896.34	22,892.54	153,923.88
BOCES	441,011.00	(61,984.00)	379,027.00	375,120.90	3,879.10	27.00
Total Central Programs & Services	9,559,083.00	445,931.94	10,005,014.94	8,103,160.59	863,056.22	1,038,798.13
Instructional Services						
Curriculum & Instruction Services	645,693.00	98,518.55	744,211.55	594,670.11	89,464.85	60,076.59
Standards of Performance	504,652.00	(170.00)	504,482.00	393,996.15	63,144.35	47,341.50
Pupil Services Office	288,905.00	1,350.64	290,255.64	237,748.13	33,285.71	19,221.80
Instructional Technology Services	1,627,688.00	771,810.20	2,399,498.20	1,291,100.62	901,853.70	206,543.88
Professional Development Services	234,942.00	19,721.98	254,663.98	224,367.54	23,132.17	7,164.27
Data Team	391,536.00	1,473.31	393,009.31	358,765.00	32,415.66	1,828.75
Total Instructional Services	3,693,416.00	892,704.68	4,586,120.68	3,100,647.55	1,143,296.34	342,176.79
Support Services						
Finance Services	904,134.00	971.63	905,105.63	772,596.67	82,472.35	50,036.61
Personnel Services	379,993.00	4,697.19	384,690.19	304,420.63	35,606.00	44,663.56
Public Information Services	299,901.00	(1,377.75)	298,523.25	201,518.73	41,567.05	55,437.47
Operations and Maintenance	7,835,999.00	933,385.46	8,769,384.46	6,314,361.49	1,974,111.80	480,911.17
Printing and Mailing Services	279,967.00	7,257.93	287,224.93	206,995.46	61,439.50	18,789.97
Support Services Technology	1,181,775.00	32,477.39	1,214,252.39	1,123,256.16	90,996.23	0.00
Transportation Services	4,468,320.00	74,069.38	4,542,389.38	3,363,517.46	684,753.44	494,118.48
Total Support Services	15,350,089.00	1,051,481.23	16,401,570.23	12,286,666.60	2,970,946.37	1,143,957.26
Central Administration						
Board of Education	65,984.00	782.28	66,766.28	55,303.25	5,531.61	5,931.42
Superintendent's Office	338,486.00	6,411.59	344,897.59	301,526.63	33,586.24	9,784.72
Total Central Administration	404,470.00	7,193.87	411,663.87	356,829.88	39,117.85	15,716.14
Undistributed Expenses						
Debt Service & Interfund Transfers	10,609,672.00	1,324,047.00	11,933,719.00	11,646,468.92	1,442.00	285,808.08
Insurance & Fees	1,711,275.00	23,493.93	1,734,768.93	1,522,301.10	31,628.50	180,839.33
Employee Benefits	38,404,020.00	(991,132.72)	37,412,887.28	30,645,962.85	3,827,177.67	2,939,746.76
Total Undistributed Expenses	50,724,967.00	356,408.21	51,081,375.21	43,814,732.87	3,860,248.17	3,406,394.17
TOTAL	130,064,518.00	3,155,268.03	133,219,786.03	108,486,111.54	16,618,013.80	8,115,660.69

Transfers and Adjustments Detail:

Prior Year Encumbrances	1,831,221.03
Transfer to Bus Purchase Reserve	1,324,047.00

Total Transfers and Adjustments 3,155,268.03

PITTSFORD CENTRAL SCHOOLS
SCHOOL LUNCH FUND
Monthly Operating Report
May 31, 2018

	CURRENT YEAR MONTHLY TOTALS	PREVIOUS YEAR MONTHLY TOTALS	2017-18 YR-TO-DATE	2016-17 YR-TO-DATE
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REVENUES:

TYPE A SALES	\$ 88,360.00	\$ 88,626.50	\$ 640,321.77	\$ 640,844.25
OTHER CAFETERIA SALES	141,147.71	133,385.36	\$ 1,035,875.49	927,676.42
REBATES	542.74	-	\$ 624.30	679.47
INTEREST INCOME	90.34	92.84	\$ 899.90	519.50
INSURANCE/OTHER COMP	-	-	\$ 362.00	-
MISCELLANEOUS INCOME	-	15.00	\$ 663.53	573.57
TOTAL REVENUES:	\$ 230,140.79	\$ 222,119.70	\$ 1,678,746.99	\$ 1,570,293.21

EXPENDITURES

SALARIES	\$ 68,324.56	\$ 60,684.87	\$ 594,049.14	\$ 573,771.15
EQUIPMENT	-	-	\$ -	34,237.02
CONTRACTUAL/BOCES	654.75	514.11	\$ 19,709.76	15,113.10
FOOD & MILK USED	71,197.39	68,328.05	\$ 568,766.59	573,682.99
REPAIRS	167.50	-	\$ 14,713.21	13,037.27
TRAVEL/MILEAGE	-	73.88	\$ 569.80	685.90
SUPPLIES	2,662.16	2,844.48	\$ 36,791.88	36,416.78
BENEFITS	37,160.58	34,462.89	\$ 365,067.79	361,306.44
TOTAL EXPENDITURES:	\$ 180,166.94	\$ 166,908.28	\$ 1,599,668.17	\$ 1,608,250.65

NET OPERATIONS: \$ 49,973.85 \$ 55,211.42 \$ 79,078.82 \$ (37,957.44)

OTHER ITEMS AFFECTING FUND BALANCE

Cumulative Change in Surplus Food Inventory	\$ -	\$ (461.07)	
Cumulative Change in Reserve for Supplies Inventory	\$ (3,508.18)	\$ (113.89)	
Change in Fund Balance:	75,570.64	(38,532.40)	
Fund Balance at July 1	\$ 443,215.85	\$ 498,705.03	
Fund Balance to date	\$ 518,786.49	\$ 460,172.63	

Beginning Inventories	\$	29,020.32
Encumbrances	\$	-
Appropriated - Next Year's Budget	\$	179,681.00

Loss of State Aid (National Lunch & Breakfast Program)	\$19,500	Free & Reduced Paid
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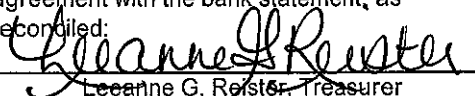
**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

School Lunch Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			<u>\$ 682,429.20</u>
	Receipts:			
	Daily Deposits	48,433.44		
	Prepays- School Lunch Office	1,595.00		
	Prepaid- via NutriKids/Heartland	154,134.70		
	Other Sales-Vending	1,557.66		
	Catering	1,147.75		
	Miscellaneous	542.74		
	Interest	90.34		
	Net Transfers			
	Total Receipts:			<u>207,501.63</u>
	Disbursements:			
	EFT/Wire Transfers			
	Check # 202273-202287		77,539.05	
	Payroll Funding		73,199.53	
	Void Checks			
	Transfer to Trust & Agency re: Sales Tax			
	Transfer to General re: DT/DF			
	Total Disbursements:			<u>(150,738.58)</u>
30-Apr	ENDING BALANCE	<u>\$ 207,501.63</u>	<u>\$ 150,738.58</u>	<u>739,192.25</u>

BANK RECONCILIATION

BALANCE PER BANK:	728,941.77
ADD: Outstanding Deposits	10,252.48
NSF Checks	6.00
SUBTRACT:	
Outstanding Checks	(8.00)
ADJUSTED BANK BALANCE	<u>739,192.25</u>
BALANCE PER BOOKS	<u>739,192.25</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:

 Leanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

 Veronica M. Walker, School District Clerk

**PITTSFORD CENTRAL SCHOOLS
TRUST & AGENCY
May 31, 2018**

	4/30/2018			5/31/2018
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Private Purpose Funds (Scholarships)	68,962.67	2,008.75	8,041.00	62,930.42
Special Revenue Funds (Local Grants/Donations)	13,428.15	870.73	1,016.19	13,282.69
Consolidated Payroll	-	4,403,133.51	4,403,133.51	-
Net 1099R Distributions	-			-
NYS Employee Retirement	25,476.25	24,698.23	25,476.25	24,698.23
Income Protection (LTD)	-	13,328.74	13,328.74	-
Hospital Insurance	-	208,145.66	208,145.66	-
AFLAC	-	1,520.46	1,520.46	-
NYS Income Tax	-	262,765.59	262,765.59	-
Federal Income Tax	-	560,503.33	560,503.33	-
Federal Income Tax-1099R	-	-	-	-
Earned Income Credit	-	-	-	-
Income Execution	-	10,744.78	10,744.78	-
Association Dues	-	76,665.12	76,665.12	-
Social Security	-	946,190.50	946,190.50	-
Teacher Loans	-	20,238.00	20,238.00	-
Tax Sheltered Annuities	-	306,420.18	306,420.18	-
Bid Deposits	-	-	-	-
Other Liabilities	-	3,755.00	-	3,755.00
United Way	-	2,519.94	2,519.94	-
Life Insurance	-	7,922.50	7,922.50	-
Flex Benefits-Medical Exp.	10,318.73	56,532.44	28,266.22	38,584.95
Flex Benefits-Dependent Care	59,730.25	33,507.68	16,753.84	76,484.09
Flex Benefits-Management Fee	482.71	236.32	118.16	600.87
529 College Savings	-	-	-	-
Sales Tax	-	156.91	-	156.91
Accounts Receivable	-	-	-	-
Due from Other Funds	-	6,888,755.24	6,888,755.24	-
Due to Other Funds	882.74	189.10	-	1,071.84
Health Fund Reserve	1,917,900.67	229.39	-	1,918,130.06
TOTALS:	\$ 2,097,182.17	\$ 13,831,038.10	\$ 13,788,525.21	\$ 2,139,695.06

**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

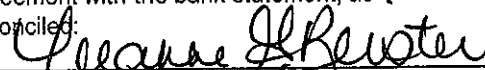
Trust & Agency Accounts

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			<u>\$ 2,014,791.35</u>
	Receipts:			
	Payroll Funding	6,888,755.24		
	FSA Deductions	45,138.22		
	General Fund- Health Fund Contribution			
	Transfer from School Lunch (Re: Sales Tax)			
	Miscellaneous	3,911.91		
	Interest	418.49		
	Net Transfers	1,769,459.42		
	Total Receipts:			<u>8,707,683.28</u>
	Disbursements:			
	EFT/Wire Transfers-Taxes		1,769,459.42	
	EFT Withdrawals (FSA/Health Fund Accounts)		79,065.22	
	EFT/Wire Transfers (Omni, NYS ERS & NYS Sales Tax)		331,896.43	
	Payroll Checks # 233655-233867		574,145.00	
	Direct Deposits (D285461-D290450)		4,215,211.93	
	Void Checks		(1,179.52)	
	Trust & Agency Check #			
	Transfer to General Fund - DT/DF			
	Transfer FSA Surplus 2016-17 to General Fund			
	Transfer to General Fund (Health Fund Contribution)			
	Net Transfers		1,769,459.42	
	Total Disbursements:			<u>(8,738,057.90)</u>
30-Apr	ENDING BALANCE	<u>\$ 8,707,683.28</u>	<u>\$ 8,738,057.90</u>	<u>1,984,416.73</u>

BANK RECONCILIATION

BALANCE PER BANK	2,194,606.66
ADD:	
Deposit in Transit	
SUBTRACT:	
Outstanding Checks	(200,778.71)
Benefit Resources - Current Month's transactions taken Next Month	(9,411.22)
Outstanding Transfer to General Fund	
ADJUSTED BANK BALANCE	<u>1,984,416.73</u>
BALANCE PER BOOKS	<u>1,984,416.73</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:


Leeanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

Veronica M. Walker, School District Clerk

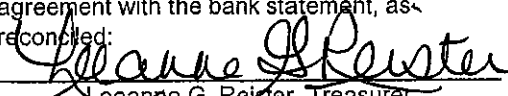
**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

Private Purpose Trusts and Special Revenue Accounts

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			<u>\$ 82,390.82</u>
	Receipts:			
	Miscellaneous -Dividend & Local Money	2,868.90		
	Interest	10.58		
	Net Transfers			
	Total Receipts:			<u>2,879.48</u>
	Disbursements:			
	Checks 200512-200534		9,057.19	
	Void Checks			
	Net Transfers			
	Total Disbursements:			<u>(9,057.19)</u>
30-Apr	ENDING BALANCE	<u>\$ 2,879.48</u>	<u>\$ 9,057.19</u>	<u>76,213.11</u>

BANK RECONCILIATION

BALANCE PER BANK:	82,171.99
ADD:	
SUBTRACT:	
Outstanding Checks	(5,958.88)
ADJUSTED BANK BALANCE	<u>76,213.11</u>
BALANCE PER BOOKS	<u>76,213.11</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:

 Leeanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

 Veronica M. Walker, School District Clerk

PITTSFORD CENTRAL SCHOOLS
SPECIAL AID FUNDS
SCHEDULE OF APPROPRIATED EXPENSE
 May 31, 2018

DESCRIPTION	CURRENT BUDGET/REVENUES	PRIOR YR EXPENDITURES	CURRENT YR EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES	GRANT ADMINISTRATORS
SERVICES FOR FEES						Student Services
Driver Education (Cumulative Balance)	277,735.85	112,997.96	108,589.15	20,264.09	35,884.65	
Summer Enrichment (Cumulative Balance through 2017)	56,422.31	52,359.82	-	-	4,062.49	
Summer Enrichment (2017-18)	55,023.98	13,911.82	42,147.16	-	(1,035.00)	
Summer Enrichment (2018-19)	57,233.00	-	5,789.00	31.53	51,412.47	
IDEA 611 17/18 (07/01/17-06/30/18)	1,356,294.00	-	1,044,269.90	210,260.42	101,763.68	Special Education
Covers special education expenditures						
IDEA 619 17/18 (07/01/17-06/30/18)	30,471.00	-	27,944.52	1,526.93	999.55	Special Education
Covers pre-school educational expenses.						
TITLE I 16/17 (09/01/16-08/31/17)	272,530.00	199,077.61	8,685.26	-	64,767.13	Student Services
TITLE I 17/18 (09/01/17-08/31/18)	221,102.00	-	154,498.84	37,264.83	29,338.33	
Provides program additions at qualifying schools to support students at risk of not passing the required state assessments.						
TITLE IIA GRANT 16/17 (09/01/16-08/31/17)	181,261.00	90,699.36	44,211.20	-	46,350.44	Student Services
TITLE IIA GRANT 17/18 (09/01/17-08/31/18)	147,730.00	-	46,392.13	22,178.26	79,159.61	
Enhances Teacher/Principal training and recruitment.						
TITLE III GRANT 16/17 (09/01/16-08/31/17)	16,347.00	6,639.73	(48.96)	-	9,754.23	
TITLE III GRANT 17/18 (09/01/17-08/31/18)	16,593.00	-	2,259.48	6,619.95	7,713.57	
Provides language instructional education programs to assist Limited English Proficient (LEP) students achieve standards						
TITLE III Immigrant GRANT 16/17 (09/01/16-08/31/17)	27,612.00	2,181.51	(85.00)	-	25,515.49	Student Services
TITLE III Immigrant GRANT 17/18 (09/01/17-08/31/18)	25,515.00	-	5,945.74	63.28	19,505.98	
Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards						
TITLE III Newcomer GRANT 16/17 (09/01/16-08/31/17)	19,990.00	-	19,142.87	-	847.13	Student Services
Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards						
TEACHER CENTER GRANT 2017-18	61,680.00	-	53,393.97	917.46	7,268.57	Teacher Center
Provides staff development opportunities for teachers.						
SPECIAL ED SUMMER PROGRAMS 4408	380,000.00	-	370,694.34	5,345.40	3,960.26	Special Education
Payments for tuition to BOCES and outside providers of summer special education programs.						
SPECIAL ED SUMMER PROGRAM-In District	360,000.00	-	354,295.77	-	5,704.23	Special Education
Expenses for staff and materials for state approved in-district special education summer program.						
SPECIAL ED SUMMER PROGRAM-Related Services	18,000.00	-	9,974.89	-	8,025.11	Special Education
Payments to outside providers and staff for related services during July and August.						
SCHOOL LIBRARY SYSTEM GRANT 2017-18	3,025.00	-	3,025.00	-	-	Various Schools
Mini grants through BOCES for School Library Media Specialists.						
STATE SUPPORTED SCHOOLS	100,000.00	-	45,992.45	-	54,007.55	Spec Ed/Business Office
4201 Schools for the Blind and Deaf						
TOTALS :	3,684,465.14	477,867.81	2,347,119.71	304,472.15	555,005.47	

**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**


Special Aid Funds

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			\$ 594,432.42
	Receipts:			
	Local Revenues	34,886.00		
	State Aid/Federal Aid			
	Transfer from General (20% funding)			
	Transfer from General DT/DF			
	Transfer to Special Aid Fund: write offs			
	Net Transfers			
	Total Receipts:			34,886.00
	Disbursements:			
	EFT/Wire Transfers			
	Check # 207795-204837		94,816.82	
	Transfer to General Fund re: DT/DF			
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		109,008.44	
	Transfer to Trust & Agency re: Sales Tax			
	Total Disbursements:			(203,825.26)
30-Apr	ENDING BALANCE	\$ 34,886.00	\$ 203,825.26	425,493.16

BANK RECONCILIATION

BALANCE PER BANK:	431,080.55
ADD: NSF Check	
Deposit in Transit	
SUBTRACT:	
Outstanding Checks	(5,587.39)
Outstanding Payment Center Fees	
ADJUSTED BANK BALANCE	425,493.16
BALANCE PER BOOKS	425,493.16

This is to certify that the cash balance is in agreement with the bank statement, as reconciled.



 Leeanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

 Veronica M. Walker, School District Clerk

PITTSFORD CENTRAL SCHOOLS

Capital & Debt Service SCHEDULE OF APPROPRIATED EXPENSE May 31, 2018

DESCRIPTION	PRIOR YEAR		EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES
	APPROPRIATIONS	PROJECT EXPENDITURES			
Bus Purchases 2017-18	1,309,761.00	-	1,309,761.00	-	-
Bus Purchases 2018-19	1,324,047.00	-	-	-	1,324,047.00
Capital 12-13 Funded by General Fund	250,000.00	165,099.19	84,900.81	-	-
Capital 13-14 Funded by General Fund	369,200.00	127,076.50	84,499.00	121,331.49	36,293.01
Capital 14-15 Funded by General Fund	250,000.00	30,800.00	-	-	219,200.00
Capital 15-16 Funded by General Fund	250,000.00	-	-	-	250,000.00
Capital 16-17 Funded by General Fund	250,000.00	-	-	-	250,000.00
Capital 17-18 Funded by General Fund	250,000.00	-	-	-	250,000.00
Capital Funded by Reserve & Obligations- Dec 11, '12 Proposition	42,239,786.00	37,176,344.52	2,178,169.86	661,505.74	2,223,765.88
Capital Funded by Donations - Dec 11, 2012 Proposition (Dec 11, 2012 Total Proposition = \$43,131,786)	417,400.00	417,400.00	-	-	-
Subtotal - Capital Fund	46,910,194.00	37,916,720.21	3,657,330.67	782,837.23	4,553,305.89
Debt Service	8,199,069.00	-	7,465,608.00	733,461.00	-
TOTALS:	55,109,263.00	37,916,720.21	11,122,938.67	1,516,298.23	4,553,305.89

RESERVE BALANCES May 31, 2018

DESCRIPTION	FUND BALANCE AT 07/01/2017	APPROPRIATED AMOUNT OR ACTUAL EXPENDITURE	INTEREST/ OTHER REVENUES	APPROVED TRANSFER (In/Out)	FUND BALANCE TO DATE
Bus Purchases Funded by Reserve	5,133,090.93		7,157.32		5,140,248.25
Capital Reserve	14,100,038.29		13,376.10		14,113,414.39
Instructional Technology Capital Reserve	1,501,617.17		2,063.78		1,503,680.95
Insurance Reserve	1,220,526.90		1,677.44		1,222,204.34
Unemployment Insurance Reserve	392,483.34	(40,000.00)	541.31		353,024.65
Reserve for Liability	1,684,336.91	(50,000.00)	2,314.89		1,636,651.80
Reserve for Tax Certiorari	738,414.73		1,048.07	188,543.19	928,005.99
Employee Benefit & Accrued Liability Reserve	2,059,919.34	(400,000.00)	2,500.35		1,662,419.69
Reserve for Retirement Contributions	2,003,404.21	(203,000.00)	2,594.02		1,802,998.23
Workers' Compensation Reserve	180,110.89	(20,000.00)	229.68		160,340.57
TOTALS:	29,013,942.71	(713,000.00)	33,502.96	188,543.19	28,522,988.86

Note: Fund Balance includes the use of appropriated or actual amounts, as well as, approved transfers yet to be completed and may not equal cash on page 1.

**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

Capital

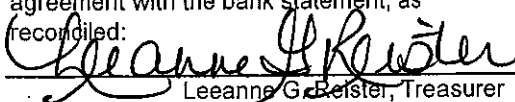
DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			<u>\$ 2,308,976.83</u>
	Receipts:			
	Transfer from General Fund re: Due to/from	-		
	Transfer from General Fund re: Bus Purch. Reserve	1,324,047.00		
	BAN Proceeds	-		
	Interest	284.18		
	Net Transfers	-		
	Total Receipts:			<u>1,324,331.18</u>
	Disbursements:			
	EFT/Wire Transfers		-	
	Payroll Funding		107.66	
	Capital Checks-# 60094		16,431.00	
	Capital Checks-Dec 2012 Prop # 869		-	
	Capital Checks-Dec 2012 Prop BAN # 4300-4304		196,728.49	
	Bus Purchase Reserve Checks (200027)		-	
	Transfer to General Fund re: Bus Purch. Reserve		42,000.24	
	Net Transfers		-	
	Total Disbursements:			<u>(255,267.39)</u>
30-Apr	ENDING BALANCE	<u>\$ 1,324,331.18</u>	<u>\$ 255,267.39</u>	<u>3,378,040.62</u>

BANK RECONCILIATION

BALANCE PER BANK:	3,399,724.02
ADD: Outstanding Transfer	
SUBTRACT:	
Outstanding Checks	(21,683.40)
Outstanding Transfer	
ADJUSTED BANK BALANCE	<u>3,378,040.62</u>
BALANCE PER BOOKS	<u>3,378,040.62</u>

This is to certify that the cash balance is in agreement with the bank statement, as

reconciled:


Leanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

Veronica M. Walker, School District Clerk

**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

Reserves: Liability, Tax Certiorari, Unemployment Insurance, Employee Retirement Contribution,
Employee Benefit & Accrued Liabilities Reserves, Workers' Compensation & Insurance Reserves

DATE	DESCRIPTION	CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE				\$ 8,477,567.77
	Receipts:				
	Transfer from General Fund				
	Interest - Reserve for Liability		214.35		
	Interest -Tax Certiorari		117.93		
	Interest- Unemployment Insurance		49.95		
	Interest- Employee Benefit & Accrued Liabilities		262.10		
	Interest- Employee Retirement Contribution		254.93		
	Interest- Workers' Compensation		22.92		
	Interest- Insurance Reserve		155.32		
	Total Receipts:				<u>1,077.50</u>
	Disbursements:				
	EFT Withdrawals				
	Transfer to General Fund				
	Total Disbursements:				<u>-</u>
30-Apr	ENDING BALANCE		<u>\$ 1,077.50</u>	<u>\$ -</u>	<u>8,478,645.27</u>

BANK RECONCILIATION

BALANCE PER BANK:	8,478,645.27
ADD:	
SUBTRACT:	
Outstanding Checks	
ADJUSTED BANK BALANCE	<u>8,478,645.27</u>
BALANCE PER BOOKS	<u>8,478,645.27</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:



Leeanne G. Reister, Treasurer

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Veronica M. Walker, School District Clerk


PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018
Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			<u>\$20,755,188.45</u>
	Receipts:			
	Interest - Bus Purchase Reserve	658.58		
	Interest - Capital Reserve	1,305.47		
	Interest - Capital IT Reserve	191.09		
	Transfer from Capital Fund	42,000.24		
	Total Receipts:			<u>44,155.38</u>
	Disbursements:			
	Transfer to Capital Fund		1,324,047.00	
	Total Disbursements:			<u>(1,324,047.00)</u>
30-Apr	ENDING BALANCE	<u>\$ 44,155.38</u>	<u>\$ 1,324,047.00</u>	<u>19,475,296.83</u>

BANK RECONCILIATION

BALANCE PER BANK:	19,475,296.83
ADD:	-
SUBTRACT:	
Outstanding Checks	
ADJUSTED BANK BALANCE	<u>19,475,296.83</u>
BALANCE PER BOOKS	<u>19,475,296.83</u>

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**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

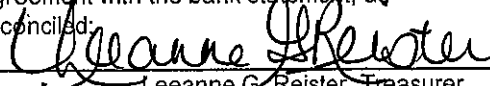
Debt Service Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			\$ 1,961,374.08
	Receipts:			
	Transfer from General Fund (per appropriations)			
	Transfer from Capital Fund (Assuming BAN Premium)			
	Interest	229.32		
	Net Transfers			
	Total Receipts:			<u>229.32</u>
	Disbursements:			
	Checks (001048)		-	
	Depository Trust Company (Wires)		-	
	Transfer to General Fund			
	Total Disbursements:			<u>-</u>
30-Apr	ENDING BALANCE	<u>\$ 229.32</u>	<u>\$ -</u>	<u>1,961,603.40</u>

BANK RECONCILIATION

BALANCE PER BANK:	1,961,603.40
ADD:	
Transfer from General Fund	
SUBTRACT:	
ADJUSTED BANK BALANCE	<u>1,961,603.40</u>
BALANCE PER BOOKS	<u>1,961,603.40</u>

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**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF MAY 2018**

Zero Balance Accounts: Purchasing Card

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Mar	BEGINNING BALANCE			\$ -
	Receipts:			
	Transfer from General Fund	248,540.74		
Total Receipts:				<u>248,540.74</u>
	Disbursements:			
	JP Morgan Chase Withdrawal		248,540.74	
Total Disbursements:				<u>(248,540.74)</u>
30-Apr	ENDING BALANCE	<u>\$ 248,540.74</u>	<u>\$ 248,540.74</u>	<u>-</u>

BANK RECONCILIATION

BALANCE PER BANK:	-
ADD:	-
SUBTRACT:	-
ADJUSTED BANK BALANCE	<u>-</u>
BALANCE PER BOOKS	<u>-</u>

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 Leeanne G. Reister, Treasurer

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 Veronica M. Walker, School District Clerk

PITTSFORD CENTRAL SCHOOLS

MONTHLY EXTRACLASROOM ACTIVITY SUMMARY & RECONCILIATION May 31, 2018

SCHOOL	BEGINNING BALANCE 7/1/2017	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 6/31/2018
Allen Creek Elementary	2,229.03	775.63	1,383.18	1,621.48
Jefferson Road Elementary	1,667.23	3,833.83	4,196.26	1,304.80
Mendon Center Elementary	8,274.37	17,282.69	13,484.91	12,072.15
Park Road Elementary	4,644.89	6,926.24	8,010.58	3,560.55
Thornell Road Elementary	5,083.16	5,766.00	5,752.78	5,096.38
Barker Road Middle School	29,387.05	100,072.10	98,061.38	31,397.77
Calkins Road Middle School	62,895.28	86,908.43	77,184.42	72,619.29
Sutherland High School	62,707.29	133,243.15	106,389.33	89,561.11
Mendon High School	97,545.98	164,438.00	152,235.78	109,748.20
TOTALS:	274,434.28	519,246.07	466,698.62	326,981.73

BANK RECONCILIATION			
COMBINED BALANCES PER BANK:			366,009.55
ADD:	Outstanding Deposits / Bank Adjustments		21.00
	NSF Checks		222.30
SUBTRACT:	Outstanding Checks		(39,271.12)
ADJUSTED BANK BALANCE			<u>326,981.73</u>
BALANCE PER BOOKS			<u>326,981.73</u>

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 05/01/2018 To: 05/31/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
05/07/2018	020466	TO PROVIDE FUNDS FOR MILEAGE COSTS.				
			A232-2020-500 R	CR Supr RegSch S	-100.00	
			A232-2020-466 R	CR Supr RegSch Mileage		100.00
05/07/2018	020543	To pay for a bike repair for Special Education classroom.				
			A410-2251-500 R	SpEd Office Suppli	-293.93	
			A410-2251-400 R	SpEd Office Contractual		293.93
05/07/2018	020610	TO COVER THE COSTS OF ASCD MEMBERSHIP AND BOCES Workshop for Science Teachers.				
			A340-2100-465 R	SHS SchISuppt Tra	-359.00	
			A340-2020-468 R	SHS Supr RegSch Membershi		89.00
			A340-2100-490 R	SHS SchISuppt BOCES		270.00
05/10/2018	020611	TO COVER THE COST OF STUDENT AGENDAS FOR NEXT YEAR.				
			A340-2100-505 R	SHS Schl Suppt Pr	-2,700.00	
			A340-2100-500 R	SHS SchISuppt Supplies		2,700.00
05/08/2018	020622	Move funds to Supr Reg Membership to cover cost.				
			A113-2020-466 R	JR Supr RegSch M	-72.23	
			A113-2100-505 R	JR Schl Suppt Prin	-3.63	
			A113-2100-506 R	JR Schl Suppt Cop	-224.16	
			A113-2020-468 R	JR Supr RegSch Membership		300.02
05/07/2018	020636	TO COVER COST OF SUPPLIES THROUGH END OF YEAR.				
			A231-2100-500 R	BR SchISuppt Supp	-4.00	
			A231-2149-500 R	BR Technology Supplies		4.00
05/07/2018	020637	To provide funds for supplies.				
			A117-2610-505 R	TR Library Prnt/Tnr	-147.29	
			A117-2610-500 R	TR Library Supplies		147.29
05/08/2018	021006	TO COVER TESTING RENTALS.				
			A341-2100-500 R	MHS SchISuppt Su	-1,750.00	
			A510-2010-411 R	CURINS - Rental		1,750.00
05/08/2018	021007	TO COVER THE COST OF REPAIRS AND MEMBERSHIP DUES.				
			A300-2855-409 R	HS Athletics Hocke	-715.41	
			A300-2855-443 R	HS Athletics Skiing	-1,123.75	
			A300-2855-455 R	HS Athletics Equip Rpr		1,123.75
			A300-2855-468 R	HS Athletics Memberships		715.41

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 05/01/2018 To: 05/31/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/08/2018	021024	TO PROVIDE FUNDS FOR EQUIPMENT REPAIRS.				
			A232-2143-500 R	CR HomeCar Supj	-20.85	
			A232-2143-455 R	CR HomeCar Equip Rpr		20.85
05/08/2018	021046	For the cost of an interpreter at an after school event.				
			A410-2251-500 R	SpEd Office Suppli	-115.00	
			A410-2251-490 R	SpEd Office BOCES Service		115.00
05/10/2018	021159	To provide funds for contractual services.				
			A300-2855-468 R	HS Athletics Memb	-513.67	
			A300-2855-400 R	HS Athletics Contract Sv		513.67
05/15/2018	021171	TO COVER THE COST OF MUSIC VOCAL SUPPLIES.				
			A114-2100-500 R	MC SchlSuppt Sup	-32.00	
			A114-2110-500 R	MC Tch RegSch Sr	-1,340.00	
			A114-2165-500 R	MC Music Vocal Supplies		1,372.00
05/11/2018	021183	TRANSFER FUNDS FROM SCHOOL SUPPORT TO INST. MUSIC TO COVER A DEFICIT FOR INST. SUPPLIES.				
			A341-2020-490 R	MHS Supr RegSch	-32.34	
			A341-2164-500 R	MHS Music Instr Supplies		32.34
05/10/2018	021193	To purchase additional security cameras districtwide.				
			A640-1622-418 R	OM Utilities Electric	-29,124.96	
			A640-1625-400 R	OM Security Contractual		29,124.96
05/14/2018	021198	TO COVER THE COST OF SUPPLIES AND PRINT CARTRIDGES.				
			A340-2850-500 R	SHS Co-Curric Supj	-1,000.00	
			A340-2100-500 R	SHS SchlSuppt Supplies		695.00
			A340-2100-505 R	SHS Schl Suppt Prnt Cart		305.00
05/21/2018	021554	To cover the cost of a cultural arts activity.				
			A117-2020-468 R	TR Supr RegSch M	-92.90	
			A117-2110-493 R	TR Young Aud-Cultural Ar		92.90
05/15/2018	021655	To cover Professional Development costs in the School Improvement co-ser.				
			A830-9060-800 R	BEN Hospital Medi	-3,000.00	
			A510-2010-490 R	CURINS BOCES Services		3,000.00
05/18/2018	021657	TO PROVIDE FUNDS FOR PIANO TUNING AND REPAIRS.				
			A231-2165-500 R	BR Music Vocal Su	-80.00	
			A231-2165-419 R	BR Music Vocal Piano Tune		80.00

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 05/01/2018 To: 05/31/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/15/2018	021658	To cover the costs of a BOCES workshop.		A520-2830-505 R	PS Print & Toner C	-90.00
				A520-2830-490 R	PS BOCES	90.00
05/15/2018	021661	To cover BOCES cost increase in Technology services.		A830-9060-800 R	BEN Hospital Medi	-9,028.00
				A530-2630-490 R	ITS Computer Inst BOCES	9,028.00
05/22/2018	021662	TO COVER SHIPPING CHARGES.		A341-2100-500 R	MHS SchISuppt Su	-22.01
				A341-2182-500 R	MHS SocStudies Supplies	22.01
05/16/2018	021668	To cover the cost of increased shipping charges.		A112-2110-500 R	AC Tch RegSch Su	-6.98
				A112-2153-500 R	AC Reading Supplies	6.98
05/21/2018	021698	To cover supplies for transportation bus garage.		A670-5510-400 R	TRN Contracted Se	-6,000.00
				A670-5510-500 R	TRN Supplies & Materials	6,000.00
05/17/2018	021699	To purchase Lenovo L380 Yoga devices.		A530-2630-465 R	ITS Computer Inst	-1,098.15
				A530-2630-468 R	ITS Computer Inst	-386.00
				A530-2630-500 R	ITS Computer Inst	-101.91
				A530-2630-491 R	ITS-Comp Equip BOCES	1,586.06
05/18/2018	021959	For the Purchase of iPads and covers for new Kindergarten classrooms.		A830-9020-800 R	BEN Teachers Reti	-59,108.00
				A530-2630-491 R	ITS-Comp Equip BOCES	59,108.00
05/21/2018	022022	To cover the cost of BOCES Trainings and Services.		A510-2012-500 R	CURINS Std Office	-1,600.00
				A510-2010-490 R	CURINS BOCES Services	1,600.00
05/22/2018	022041	TO PROVIDE FUNDS FOR READING SUPPLY ORDER.		A232-2100-500 R	CR SchISuppt Sup	-3.06
				A232-2153-500 R	CR Reading Supplies	3.06

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 05/01/2018 To: 05/31/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/22/2018	022129	FOR THE ACQUISITION OF 173 REPLACEMENT LAPTOPS AND CORE SWITCHES AS REQUESTED BY THE TECHNOLOGY DEPARTMENT AND APPROVED BY BOE ON 5/21/18.				
			A830-9060-800 R	BEN Hospital Medi	-596,473.00	
			A530-2630-490 R	ITS Computer Inst BOCES		596,473.00
05/24/2018	022146	To provide funds for contractual services.				
			A530-2630-500 R	ITS Computer Inst	-95.00	
			A530-2630-400 R	ITS Computer Inst Contr S		95.00
05/23/2018	022245	To cover the cost of approved BOCES trainings.				
			A510-2012-465 R	CURINS Std Office	-880.00	
			A510-2010-490 R	CURINS BOCES Services		880.00
05/23/2018	022254	To purchase Airwatch licenses for iPads purchased for FDK.				
			A830-9020-800 R	BEN Teachers Reti	-1,387.36	
			A530-2630-464 R	ITS Computer Inst Softwar		1,387.36
			A830-9060-800 R	BEN Hospital Medi	-68,346.00	
			A100-211K-200 R	Equipment		68,346.00
05/24/2018	022278	TO COVER THE COST OF LIBRARY BOOKS PER SHS PTSA DONATION.				
			A830-9020-800 R	BEN Teachers Reti	-500.00	
			A340-2610-500 R	SHS Library Supplies		500.00
05/24/2018	022279	TO COVER THE COST OF ADDITIONS TO PRE PARKING LOT TO ACCOMMODATE FDK.				
			A640-1622-420 R	OM Utilities Natura	-50,000.00	
			A640-1620-400 R	OM Contracted Services		50,000.00
05/29/2018	022284	To cover the cost of furniture delivery charge.				
			A510-2012-465 R	CURINS Std Office	-3,000.00	
			A510-2010-400 R	CURINS Contracted Service		3,000.00
05/29/2018	022303	TO COVER THE COST OF FDK SUPPLIES.				
			A830-9020-800 R	BEN Teachers Reti	-5,230.00	
			A100-211K-500 R	Supplies & Materials		5,230.00
05/31/2018	022304	TO COVER RENTAL FEES FOR REGENTS TESTING.				
			A341-2100-505 R	MHS SchI Suppt Pi	-630.00	
			A341-2100-400 R	MHS SchISuppt Contr Svc		630.00

PITTSFORD CENTRAL SCHOOL DISTRICT

Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2018 To: 05/31/2018

Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	
05/31/2018	022730	To correct negative budget accounts.					
			A100-2100-153 R	ES SchSuppt Sum	-842.48		
			A100-2100-169 R	ES SchSuppt Para	-9,450.00		
			A100-2100-173 R	ES SchSuppt OT/E	-172.23		
			A100-2100-173 R	ES SchSuppt OT/E	-189.77		
			A100-2100-466 R	ES Mileage	-3,080.00		
			A100-2110-121 R	ES Tch RegSch 1-4	-13,944.32		
			A200-2100-173 R	MS SchSuppt OT/I	-868.51		
			A200-2100-173 R	MS SchSuppt OT/I	-749.20		
			A200-2100-173 R	MS SchSuppt OT/I	-458.72		
			A200-2100-173 R	MS SchSuppt OT/I	-324.68		
			A200-2158-131 R	MS Math Tchr Sala	-21,647.11		
			A200-2250-162 R	MS SpEd Para Sal	-4,840.59		
			A300-2100-169 R	HS SchSuppt Para	-3,700.00		
			A300-2158-131 R	HS Math Tchr Sala	-34,400.69		
			A300-2610-173 R	HS Library OT/Extr.	-321.71		
			A300-2855-137 R	HS Athletics Coach	-7,625.51		
			A640-1620-173 R	OM Overtime/Extra	-1,550.00		
			A640-1620-490 R	OM BOCES	-340.58		
			A710-1060-400 R	BOE Dist Mtg Expe	-653.00		
			A720-1240-492 R	SUPT Copier Rent	-7.75		
			A830-9010-800 R	BEN Employee Rel	-17,650.00		
			A100-2100-148 R	ES SchSuppt Accompanist		842.48	
			A100-2100-172 R	ES SchSppt Para Longevity		9,450.00	
			A100-2110-123 R	ES Tch RegSch 4-5		13,944.32	
			A100-211K-400 R	Contracted Services		3,080.00	
			A112-2100-173 R	AC SchSuppt OT/Extra hrs		31.87	
			A113-2100-173 R	JR SchSuppt OT/Extra hrs		140.36	
			A115-2100-173 R	PR SchSuppt OT/Extra hrs		136.18	
			A117-2100-173 R	TR SchSuppt OT/Extra hrs		53.59	
			A200-2100-172 R	MS SchSppt Para Longevity		5,150.00	
			A200-2134-131 R	MS World Lang Tchr Sal		9,659.11	
			A200-2855-137 R	MS Athletics Coach Salary		6,838.00	

PITTSFORD CENTRAL SCHOOL DISTRICT

Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2018 To: 05/31/2018

Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A231-2100-173 R	BR SchISupt OT/Extra hrs		266.56
			A232-2100-173 R	CR SchISupt OT/Extra hrs		601.95
			A300-2100-172 R	HS SchSppt Para Longevity		3,700.00
			A300-2100-173 R	HS SchISupt OT/Extra hrs		749.20
			A300-2140-131 R	HS HealthEd Tchr Salary		5,429.18
			A300-2149-131 R	HS Technology Tchr Salary		20,359.99
			A300-2250-131 R	HS SpEd Tchr Salary		8,611.52
			A300-2815-173 R	HS HealthSv OT/Extra hrs		321.71
			A300-2855-139 R	HS Athletics-Other Employ		7,625.51
			A340-2100-173 R	SHS SchISupt OT/Extra hr		458.72
			A341-2100-173 R	MHS SchISupt OT/Extra hr		324.68
			A410-2251-161 R	SpEd Office Clerk Salary		2,671.59
			A540-2173-161 R	ProfDev TC Clerk Salary		2,169.00
			A640-1620-172 R	OM-Longevity Award		1,550.00
			A640-1620-466 R	OM Mileage		340.58
			A710-1010-421 R	BOE Meeting Expense		653.00
			A720-1240-490 R	SUPT BOCES Services		7.75
			A830-2110-172 R	BEN Longevity Award NTch		17,650.00
			Total for Fund A - GENERAL FUND		-969,647.44	969,647.44

Director of Finance
 (money is available and allowable)
 Assistant Superintendent for Business Approval

Joanne Roister

Dani T. Kenney

Date of Treasurer's Report for BOE review

6/18/2018

Date Completed

6/6/2018

Person Completing

Chari Cull-Breco

Pittsford Schools

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534

585.267.1053

Fax: 585.381.9368

Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: June 12, 2018

To: Michael Pero, Superintendent of Schools

From: Darrin T. Kenney, Assistant Superintendent for Business
Prepared by Leanne Reister, Director of Finance *LR*

Re: Fund Balance Management

As previously discussed, the legal upper limit (cap) for undesignated (retained) Fund Balance is 4% of the subsequent year's budget. This percentage imposed by New York State is contrary to the Governmental Accounting Standards Board (GASB) intent for Fund Balance "to serve as a revenue source to maintain the operations of the non-profit/government entity during a period of delayed revenue for a period of three months." To put this GASB statement into school perspective and remind us of recent history, let's say NYS is late with its budget and thereby payment of state aid is delayed. According to GASB, in this scenario, we should have enough money set aside to cover our obligations under normal operation for three months. However, the 4% limit or \$5.46 million in our case would not be enough funds to cover payroll. Therefore, it is financially prudent to utilize legal alternatives (Reserves) to fund for specific unusual and unknown events to promote financial stability. The District's independent external auditor spoke to the Audit Committee regarding the importance of Reserve Funds (savings accounts for a legally imposed specific purpose). A district with low debt and sufficient reserves will also obtain a more favorable bond rating (similar to a personal credit rating), which will save costs at times of short and long-term borrowing. Sufficient reserves can also minimize the need for tax spikes.

Currently, we are projecting the 2017-2018 year to close with revenues being unusually favorable at approximately 101.3% of budget and expenditures at 96.5% of budget, leaving a surplus of approximately 5% of next year's budget. Due to the "tightening" of the budget for FDK implementation and a significant increase in the utilization of fund balance, the 2018-2019 surplus is expected to be significantly less than that of previous years. In order to stay within the 4% undesignated fund balance cap, we are fortunate to have some fund balance and reserve planning opportunities as well as some funds (\$2,854,508) that are being used to reduce the 2018-2019 tax levy. Below I have recommended utilizing, in accordance with applicable laws, the unexpended funds to fund the following reserves.

Michael Pero, Superintendent of Schools, Pittsford Central School District

Allen Creek Elementary • Jefferson Road Elementary • Mendon Center Elementary • Park Road Elementary • Thornell Road Elementary
Barker Road Middle School • Calkins Road Middle School • Pittsford Mendon High School • Pittsford Sutherland High School
www.pittsfordschools.org

It is important to realize that all amounts are specified as an “UP TO AMOUNT,” since the year-end closing of the books and final audit will not be completed until late August, but to comply with the law, we must project and obtain approval for the estimated amounts prior to June 30.

Capital Reserve for Bus Purchases – The fund was re-established by the voters in May 2015 for the purpose of purchasing buses without the need to issue debt or pose an additional tax levy. This reserve was established to accumulate a maximum of \$15 million over a period of ten years. The current reserve balance is \$5,133,091. It is therefore recommended that the state aid received (\$827,116) during this year for the purchase of buses and up to \$1,000,000 of year-end surplus be transferred to the Bus Purchase Reserve.

Capital Reserve for Facilities– A proposition was approved by the voters in May 2011 to re-establish a reserve to be used for the purpose of renovation, improvement and maintenance of facilities and infrastructure as permitted by NYSED Law Sec. 3651. The proposition approved specified maximum accumulated funding of \$39 million plus interest earnings and transfer of funds from the old capital reserve. The new capital reserve is to exist for a term not to exceed May 2027. To date the reserve has a balance of \$14,100,039. The last NYS Building Condition Survey estimated an excess of \$100 million in facility maintenance needs over the next ten years. It is therefore recommended that up to \$3.5 million of year-fund balance be transferred to the Capital Reserve.

Capital Instructional Technology Reserve – On May 20, 2014 the voters approved the establishment of a Capital Instructional Technology Reserve; the ultimate amount not to exceed \$10,000,000, plus interest, for a term of 10 years. The current reserve balance is \$1,501,617. It is recommended that we fund this reserve with a contribution of up to \$1,000,000.

Retirement Contribution Reserve – On October 14, 2008 the Board of Education, upon the recommendation of the District’s Audit Oversight Committee (AOC) and External Auditor, Raymond Wager, established this reserve to afford the District budget stability for Employee Retirement System costs. The current reserve balance is \$2,003,404 with \$203,000 allocated to offset costs in both this year’s budget at year end and the 2018-19 budget. It is recommended that we fund this reserve with a that up to \$500,000 of year-end surplus be transferred to the Retirement Contribution Reserve.

Employee Benefit Accrued Liability Reserve (EBALR) – On October 14, 2008 the Board of Education established the Employee Benefit Accrued Liability Reserve to pay for unused sick day and longevity awards at the time of retirement. The current reserve balance is \$2,059,919 with \$400,000 in the 2017-18 budget to cover this year’s retiree costs and another \$400,000 in the 2018-19 budget to cover retiree costs. This reserve is used in the budget annually and recently has not been replenished to the extent that it is used. It is recommended that we fund this reserve up to \$1,000,000 of year-end surplus.

Workers Compensation Reserve – On June 23, 2014 the Board of Education approved the establishment of a Workers Compensation Reserve. The current reserve balance is \$180,111. Workers’ Compensation costs have been on the rise and the 2018-19 budget shows a large increase from this year. It is recommended that we fund this reserve with a contribution of up to \$200,000 of year-end surplus.

As we continue to experience the recent uncertainties with state and local revenue sources, prudent reserve and fund balance management becomes even more paramount to financial stability during difficult times. Judicious fund balance and reserve planning are cornerstones of financial health and sustainability as referenced in our recent audits. Also our healthy financial position was a hallmark with Moody’s in determining our “pristine” bond rating. In late August the books will be closed and the audit should be complete. We will then revisit this fund balance and reserve management strategy and provide an update with actual amounts. However, to be in compliance with the law, as well as afford the Board of Education options in September, I recommend the following resolutions based on projections and “not to exceed” amounts:

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby approve the maximum estimated allocation of 2017-2018 fiscal year undesignated unreserved fund balance to the following reserve funds as permitted by the applicable General Municipal and New York State Education Laws as set forth below:

Reserve	Deposit no more than:
Capital Reserve for Bus Purchases	\$ 1,827,116
Capital Reserve for Facilities	\$ 3,500,000
Capital Reserve for Technology	\$ 1,000,000
Retirement Contribution Reserve	\$ 500,000
Employee Benefit Accrued Liability Reserve	\$ 1,000,000
Workers Compensation Reserve	\$ 200,000

Cc: L. Reister

Pittsford Schools

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1053

Fax: 585.381.9368

Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: June 6, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business DTK
Re: Monroe #1 BOCES Transportation Contract – School Year 2018-2019

I recommend the enclosed State Education Department Transportation Contract for approval. The contract is with Monroe #1 BOCES to transport students with needs, as well as provide for a bus attendant(s)/monitor(s). The contract is to serve our students during the 2018-2019 school year. Attached is information from BOCES detailing the anticipated costs of the services. Please be advised that the total charge may vary throughout the year as student placements/IEPs and enrollments may change.

Please also be advised that despite BOCES providing the service BOCES aid will not be guaranteed, but excess cost (Special Education) and transportation aid will. Therefore, your signature, the Board of Education president and SED approval of the contract is required to secure the aid, just as it would be if we were to contract with another provider.

I therefore recommend the following resolution to be approved by the Board of Education:

BE IT RESOLVED that the Board of Education does hereby approve the transportation contract with the Monroe #1 BOCES to transport and provide attendant/aide services to Pittsford Central School District students with disabilities.

DTK:kd

Attachment

Cc: L. Reister
K. Herrick
E. Woods

May 11, 2018
09:57:52 am

MONROE #1 BOCES

Service Contract Status as of 07/01/2018

Contract Detail by Bill Customer/Customer

Fiscal Year: 2019

PITTSFORD CSD [261401]

	Quantity	Unit Costs	Fixed Costs	Current Amount	Contract in Certified Mode
PITTSFORD CSD [261401]					
607.020 - Disabled Program Trans	0.0000	0.0000	65,654.00	65,654.00	65,654.00
607.021 - Vocational Program	32.0000	143.0000	0.00	4,576.00	4,576.00
Subtotal 607 - PUPL TRANSPORTATN-HANDI	32.0000			70,230.00	70,230.00
Subtotal PITTSFORD CSD [261401]	32.0000			70,230.00	70,230.00

Pittsford Schools

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Pittsford, NY 14534
585.267.1053

Fax: 585.381.9368
Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: June 14, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*
Re: Monroe #1 BOCES Transportation Contract – ESY 2018

I recommend the attached State Education Department Transportation Contract for approval. The contract is with Monroe #1 BOCES to transport students with needs, as well as provide for a bus attendant(s)/monitor(s). The contract is to serve our students during the 2018 extended school year. Attached is information from BOCES detailing the anticipated costs of the services. Please be advised that the total charge may vary as student placements/IEPs and enrollments may change.

Please also be advised that despite BOCES providing the service BOCES aid will not be guaranteed, but excess cost (Special Education) and transportation aid will. Therefore, your signature, the Board of Education president and SED approval of the contract is required to secure the aid, just as it would be if we were to contract with another provider.

I therefore recommend the following resolution to be approved by the Board of Education:

BE IT RESOLVED that the Board of Education does hereby approve the transportation contract with the Monroe #1 BOCES to transport and provide attendant/aide services to Pittsford Central School District students with disabilities.

DTK:kd

Attachment

Cc: *L. Reister*
K. Herrick
E. Woods

MONROE #1 BOCES

Service Contract Status as of 07/01/2018

Contract Detail by Bill Customer/Customer

Fiscal Year: 2019

PITTSFORD CSD [261401]

	Initial Contract	Adjustments	Quantity	Unit Costs	Fixed Costs	Current Amount
PITTSFORD CSD [261401]						
607.025 - ESY - TRANSPORTATION	23,952.00	7,485.00	21.0000	1,497.0000	0.00	31,437.00
607.030 - ESY - SHARED BUS ATTENDANT	0.00	18,708.00	12.0000	1,559.0000	0.00	18,708.00
Subtotal 607 - PUPL TRANSPORTATN-HANDICPD-1	23,952.00	26,193.00	33.0000			50,145.00
Subtotal PITTSFORD CSD [261401]	23,952.00	26,193.00	33.0000			50,145.00

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

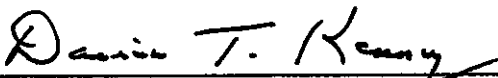
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE Date: June 18, 2018
TOPIC: Art Supplies
Bid Advertised: March 28, 2018, *The Daily Record*
Bid Opening Date: April 11, 2018
FUNDS: 2018-2019 Art Supplies Budget - Each Building

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendors as low responsive bidders meeting specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Art Supplies	Cascade School Supply, Inc.	\$ 260.15
	Blick Art Materials	51.15
	National Art & School Supplies	465.64
	Pyramid Paper	1,205.31
	Rochester Ceramics & Greenware Inc.	768.70
	S&S Worldwide	175.83
	School Specialty Inc	1,278.67
	Triarco Arts and Crafts Inc.	322.60
	WB Mason	1,962.88
	TOTAL BIDS BY VENDOR	\$ 6,490.93

Comments: Art Supplies Bid runs from date awarded by BOE to 01/31/2019. The bid was reviewed by Maribeth Curran, District Leader for Art; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. The bid represents 199 items with 197 being awarded. It is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. Vendors offered catalog discounts for items ordered during the 18-19 school year.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

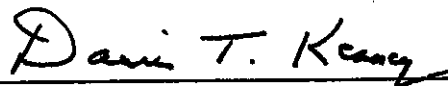
TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: June 18, 2018
TOPIC: Athletic Supplies - Chairs
Advertised Date: June 4, 2018, *The Daily Record*
Bid Opening Date: June 11, 2018 11:00 A.M.
FUNDS: Athletic Department Budget A-300-2855-500

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendors as low responsive bidders meeting specifications:

Item Bid	RECOMMENDED VENDOR	AMOUNT
Athletic Supplies Chairs	W. B. Mason	\$ 3,578.80

TOTAL: \$ 3,578.80

Comments: Athletic Supplies -Chair Bid is valid from date awarded by Board of Education through 1/31/19. The bid was reviewed by Scott Barker, Athletic Director; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. The bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. Awarded bidders offer discounts on various manufacturer product lines ordered throughout the year. Bid represents 2-items awarded. Three (3) bids were received.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

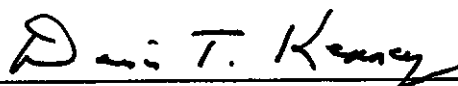
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: June 18, 2018
TOPIC: Athletic Supplies & Equipment
Advertised Date: May 25, 2018, *The Daily Record*
Bid Opening Date: June 8, 2018 11:00 A.M.
FUNDS: Athletic Department Budget

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendors as low responsive bidders meeting specifications:

Item Bid	RECOMMENDED VENDOR	AMOUNT
Athletic Supplies & Equipment	All American DBA Riddell	\$ 741.74
	Facilities Equipment & Service, Inc.	8,925.00
	G&G Athletic Wear Inc DBA Coaches Corner	11,260.00
	Jim Dalberth Sports	\$ 39.31
	Laux Sporting Goods, Inc.	\$ 2,538.16
	Morley Athletic Supply, Inc.	\$ 132.90
	S & S Worldwide Inc	\$ 69.12
	Varsity Brands DBA BSN Sports	\$ 1,900.58
TOTAL:		<u><u>\$ 25,606.81</u></u>

Comments: Athletic Supplies & Equipment Contract is from date awarded by Board of Education through 6/30/19. The bid was reviewed by Scott Barker, Athletic Director; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. The bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. Awarded bidders offer discounts on various manufacturer product lines ordered throughout the year. Items ordered are identified on an ongoing basis by the Athletic Director. The bid represents 21 items awarded and 2 items not awarded, 1 of which will not be ordered and 1 with no bids.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: June 18, 2018
TOPIC: BOCES II Cooperative Food Supply RFB-1802-17
Date of Legal Ad: March 8, 2018, *Democrat & Chronicle*
Date of Bid Opening: April 10, 2018
Time of Bid Opening: 2:00 PM, BOCES II
SOURCE OF FUNDS: C 94-2860-410 School Lunch Budget

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendor as low responsive bidder meeting specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
18-19 Food Supply	Palmer Food Service (cost estimated)	\$366,702.08
TOTAL:		\$ <u>366,702.08</u>

Comments: The BOCES II Cooperative Food Supply Bid contract runs July 1, 2018 - June 30, 2019. Pittsford and 15 other districts participated. Bid responses were reviewed by Rose Brennan, BOCES II Bid Coordinator, and Paulette Vangellow, Director of Food Service. Bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: June 18, 2018
TOPIC: Fresh Bagels
Advertised Date: May 23, 2018, *The Daily Record*
Date of Bid Opening: May 31, 2018
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: C 94-2860-410 School Lunch Budget

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendor as the low responsive bidder meeting specifications:

ITEM BID	RECOMMENDED VENDOR
----------	--------------------

18-19 Fresh Bagels

Brownstein's Deli & Bakery

Estimated 1,800 Dozen/Bagels for contract period
(1,800 x \$ 4.80/dozen = \$8,640.00)

Bagels are sold a la carte in all nine PCSD lunchrooms.

Bid Responses:

Brownstein's: \$ 4.80/dozen

Comments: The 18-19 Fresh Bagel Bid contract runs 08/01/18 - 06/30/19. The bid response was reviewed by Paulette Vangellow, Food Service Director, Cynthia Heagerty, Deputy Purchasing Assistant, and Karen L. Houston, Purchasing Agent. Only one bid was received by the time of bid opening and so it was unnecessary to have a blind taste test per specification #10 in the written bid specifications: "Bidders will be notified and a taste test scheduled at a mutually agreed upon time, at the request of the Director of Food Service. A taste test will be conducted by a panel of PCSD students and staff. This test will be part of the evaluation method. A bid may be rejected based on the taste test." Brownstein's Deli & Bakery, Inc. submitted the bid meeting all specifications; therefore, Ms. Vangellow recommends bid award to Brownstein's Deli & Bakery, Inc.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

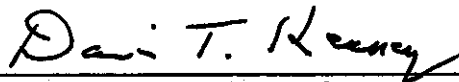
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: June 18, 2018
BID TITLE: Nurse & Medical Trainer Supplies
DATE ADVERTISED: March 28, 2018 *The Daily Record*
DATE BID OPENING: April 11, 2018
FUNDS: 2018-2019 Budget, Athletic Department and Each Building

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendors as low responsive bidders meeting specifications.

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Nurse & Trainer Supplies	Henry Schein Inc.	260.34
	Laux Sporting Goods Inc	654.45
	Moore Medical LLC	1,661.95
	Performance Health Supply Inc	2,726.60
	Pyramid Paper Company	554.56
	School Health Corporation	1,273.63
TOTAL:		\$ 7,131.53

Comments: Nurse & Medical Trainer Supplies Bid runs from Board award date through January 31, 2019. Bid represents 242-items; 239-items awarded. Bid responses were reviewed by Cynthia Chambers, District Leader for School Nurses; Cynthia Heagerty, Deputy Purchasing Agent; and Karen Houston, Purchasing Agent. Bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting required specifications. Items purchased from this bid are identified on an ongoing basis by budget managers in the departments and schools.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

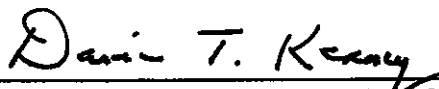
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: June 18, 2018
TOPIC: Microphone System
Advertised Date: June 4, 2018, The Daily Record
Bid Opening Date: June 11, 2018 11:00 A.M.
Budget: A-530-2630-202

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendor as low responsive bidder meeting all district specifications:

Vendor	Brighton Lites, DBA Applied Auto	\$	20,501.28
	Total	\$	<u>20,501.28</u>

Comments: The successful bidder was chosen based on the lowest bid meeting specifications and frequencies. The body microphone system must match frequencies with the handheld microphones to be used together. The bid was reviewed by Jay Pritchard, District A/V Technician; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. Bids were received from four (4) vendors.



Darrin Kenney, Assistant Superintendent for Business

Pittsford Central School District

Code of Conduct

2018-19 School Year

Introduction

All members of the Pittsford school community have a collective responsibility to maintain a safe and orderly school environment. ~~and maintain order on school property and at school functions.~~ The Pittsford Code of Conduct shall govern the conduct of students, teachers and other school personnel, as well as visitors.

The goal of the Code of Conduct is to ensure all student's right to an education in a safe, civil and caring school environment. Responsible behavior by students, teachers, other district personnel, parents, and visitors is essential to achieving this goal. The District has expectations for conduct on school property and at school functions. These expectations are contained within the Code of Conduct and are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

Schools within the District embrace social emotional learning principles and practices, creating social cultures which encourages positive behavior and interactions, while discouraging problematic behaviors among students. Developing a strong culture with high expectations, respect and co-accountability will lead to a safer environment where children can build positive relationships with each other and adults, as well as improve their social and academic functioning. The Code of Conduct ensures that schools are able to provide equal access to a wide range of supports and interventions that promote positive behaviors, and help students develop self-esteem, self-discipline and social and emotional efficacy such that they are better able to improve and correct inappropriate, unacceptable and/or harmful behaviors. As part of this effort, the Pittsford Central School District has begun to incorporate restorative practices as part of a continuum of accountable interventions associated with discipline. Restorative practices offer opportunities to address student misconduct and harm in a way that strengthens relationships and focuses on the harm done rather than only the rule(s) broken. These practices can be used with existing Code of Conduct procedures and consequences for inappropriate behavior, or upon agreement, in place of those procedures in selected situations. During the 2018-19 school year, the District will research restorative practices (and other means as available) that will provide continuous improvement of the Code of Conduct. We remain committed to clearly and concisely reinforcing the roles and responsibilities of students, staff and parents; setting forth expectations for student behavior, ensuring fair, appropriate and equitable student discipline practices and complying with all applicable laws and regulations.

Unless otherwise indicated, this Code of Conduct applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. School property is defined as in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or on a school bus; and a school function shall mean a school-sponsored event, activity, or athletic contest, whether on school property or not.

The Pittsford Code of Conduct has been developed in collaboration with students, teachers, administrator, and parent organizations, school safety personnel and other school personnel.

Rights and Responsibilities for Students, Parents, Staff and Visitors

All students, faculty, staff, parents and visitors shall behave in a manner consistent with the following standards and comply with the following regulations which shall govern the conduct of students, faculty, staff, parents and visitors upon District property.

- a) No person shall, in accordance with applicable provisions of law, interfere with the freedom of movement and speech of any individual or group.
- b) No person shall disrupt or interfere with classes, educational activities, service activities, extracurricular functions or any authorized event.
- c) Materials from protests or demonstrations shall not be taken, without appropriate and lawful authority, into any building or room where a class, speech, or other school function is to take place.
- d) No person shall, without appropriate and lawful authority, utilize or threaten physical force, physical harassment or physical obstruction, or intentionally cause bodily harm or endanger the health of any person.
- e) No person shall incite or encourage physical violence by other persons or commit any of the acts herein prohibited.
- f) No person shall, without appropriate and lawful authority, enter, occupy or remain in any classroom, office building or premise.
- g) No person shall, without appropriate and lawful authority, impede or restrict reasonable and free access to, or exit from, any classroom, office building or premise.
- h) No person shall intentionally or recklessly cause damage to, or be involved in, the theft of school property, or the property of any person where such property is located on school premises.
- i) No person shall, without appropriate and lawful authority, invade the privacy of any school records, data or communications or any record, data or communication which is the property of, or in the possession of, another person.
- j) No person shall, without prior permission of the District and in accordance with applicable provisions of law, possess, maintain or use an obnoxious, dangerous or apparently dangerous weapon, instrument or substance in or upon any building in the District or on school premises.
- k) Upon the request of any school official or authorized public official, any person present in any building or on school property shall promptly identify himself.
- l) No person shall interfere with or disrupt the orderly conduct of activities of the Board including, but not limited to, meetings of the Board, budget votes and elections.
- m) No person shall commit any action which threatens the safety or welfare of persons in or on property to which the rules and regulations contained herein apply.
- n) No person shall, in accordance with applicable provisions of law, violate another person's civil rights or behave in a manner that is harassing, discriminatory, or abusive, either physically, verbally or in writing.

- o) No person shall refuse to obey the directions of an administrator, faculty or staff member, or event supervisor.
- p) No person shall discriminate and/or harass any student on school property or at a school function. This includes conduct that creates a hostile environment with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:
 - has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or;
 - reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, gender identity or expression, or sex (Education Law 11(6) and (7)).

Student Bill of Rights and Responsibilities

In addition to the above, students at the District are guaranteed all rights provided by constitutional and statutory law, including the right to a free public education. Students also have the right and responsibility to:

- a) Become responsible members of the community and to conduct themselves in a manner that will bring credit to themselves, their school and community.
- b) Seek reasonable and realistic academic and social experiences within the school structure designed to protect the rights, property, and prerogatives of all.
- c) Be free from actions that threaten their safety, welfare and right to education.
- d) Develop and operate student government bodies within the schools that address issues and actions that concern contemporary students, and shape student governments into positive instruments of student involvement.
- e) Share thoughts and debate issues and ideas that foster understandings in such a way that does not violate the rights of others to disagree.
- f) Be accountable for their actions to school officials.
- g) Be cooperative and assist school personnel in the investigation and identification of discipline issues, possibility of violent acts and/or intentions, and substance possession, use, distribution or sale.

The Student Bill of Rights and Responsibilities focuses on promoting positive student behavior and a positive school climate. The Student Bill of Rights and Responsibilities will be publicized and explained to students on an annual basis.

Student Conduct

The District has a number of policies regarding student behavior that is the basis of this code of conduct. Each building has age appropriate rules and expectations that are applicable in each building.

The athletic department has training rules and an Athletic Code of Conduct that applies specifically to student athletes. All students shall comply with local, state and federal laws and statutes.

Speech, Dress and Action

All students shall maintain proper standards of speech, dress and action at all times.

a) Speech

Profanity, vulgar, abusive, harassing and discriminating language is prohibited.

b) Dress

Students are expected to come to school appropriately dressed. Individuality in dress is a matter of personal choice, but it will not be permitted to interfere with, disrupt, or distract from the educational activities of the school. Clothing and/or accessories that promote or advertise the use of cigarettes, alcohol or illegal substances or behaviors is not appropriate. Items of clothing that present problems regarding safety, hygiene, or decency are not appropriate. For reasons of safety and hygiene, shoes must be worn at all times. Each building will determine appropriate guidelines and rules for student dress at their grade levels that meet the minimum standards of this code.

c) Action

All students shall conduct themselves courteously and adhere to mature standards of conduct on all school property, and at all school functions. All students shall treat school personnel, other students, and visitors with respect and in an acceptable civil manner. All students shall obey the reasonable requests and directions of any administrator, faculty member, staff member or event supervisor. Aggressive, disruptive, or violent behavior, including but not limited to, physical or verbal aggression, hazing, bullying, or other acts intended to intimidate other students, school personnel, or visitors is prohibited.

Definitions

For purposes of this policy, the following terms are defined.

Academic Honesty: Academic honesty is integral to the academic experience in school. All students shall do their own work at all times. Collusion, plagiarism and other forms of academic dishonesty are prohibited.

Bullying: A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful. Bullying conduct includes, but is not limited to, harassment that is related to race, color, weight, ethnicity, national origin, religion, religious practices, sexual orientation, gender, gender identity or expression (as defined in Education Law 11(6)), or sex, age, disability, and physical appearance. Bullying can take three forms:

- Physical (including, but not limited to, hitting, kicking, punching, spitting, pushing, taking personal belongings);
- Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- Psychological (including, but not limited to, non-verbal actions, spreading rumors,

manipulating social relationships, or engaging in social exclusion, extortion, or intimidation.)

Cyberbullying: Bullying that includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as **(but not limited to)** sending or posting inappropriate or derogatory e-mail messages, instant messages, text or pager messages, digital pictures or images, **social media**, or Website postings (including chat rooms or blogs). It may occur both on campus and off school grounds. It may involve student use of the District ~~Internet~~ **Electronic Information** System or student use of personal digital devices while at school, such as cell smartphones, digital cameras and personal computers to engage in bullying. Cyberbullying is unacceptable, and offenders shall be subject to appropriate staff intervention which may result in administrative discipline.

Disruptive Student: A “disruptive student” is defined as any student under the age of 21 who substantially interferes with the teacher’s authority over the classroom or is substantially disruptive of the educational process on or off school property.

Firearms and Other Weapons: The possession or use of firearms and dangerous or apparently dangerous instruments or weapons on school properties or during school sponsored events is prohibited.

- a) Firearm: For purposes of the Policy, the term firearm is defined as in 18 USC Section 921.
- b) Other Weapons: For purposes of the Policy, the term weapon shall include any dangerous or deadly instrument which can cause death, injury or damage to a person or property including, but not limited to, BB gun, pellet gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb.

Harassment of Students: Means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being. Harassment also includes conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse includes, but is not limited to, conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity or expression, or sex (Education Law 11 (6) and (7)).

Hazing: Any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing behaviors include, but are not limited to, the following general categories:

- Humiliation (socially offensive, isolating or uncooperative behaviors);
- Substance abuse (abuse of alcohol, tobacco or illegal substances); or
- Dangerous hazing (hurtful, aggressive, destructive, and disruptive behaviors).

Incorporated within this definition are various forms of physical, emotional and/or sexual misconduct which may range in severity from teasing/embarrassing activities to life-

threatening actions.

It is important to note that a single negative act as enumerated above may also constitute “bullying” or “cyberbullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor. Administration will use discretion reviewing each incident independently in the context of the situation.

Illegal Substance, Possession and/or Use: The use, sale, possession, or distribution of alcohol, inhalable substances (i.e. e-cigarettes or other drug delivery device), illegal substances, synthetics, drug paraphernalia or the inappropriate use of prescription substances and/or over the counter substances, or any substance used for other than its intended purpose, on school property or during school functions is prohibited.

Theft and Vandalism: Students involved in acts of theft, vandalism or destruction of District property will be subject to discipline by school authorities and legal action. Students shall also be subject to discipline by District authorities and legal action for similar acts involving the property of other individuals while on school property or during school sponsored events.

Tobacco or Tobacco – Related Products: The use, sale, possession or distribution of tobacco or tobacco-related products on school property or during school functions is prohibited.

Violent Students: A violent **pupil student** is an elementary or secondary student under twenty-one years of age who commits an act of violence upon another student, a teacher, administrator, school employee, or person lawfully on school property; possesses or displays a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; threatens to use any instrument that appears capable of causing physical injury or death; or knowingly and intentionally damages or destroys school district property or the personal property of a student, teacher, administrator, or school district employee.

Building Procedures Involving Pupil Student Service Personnel, Administrators, Teachers, Parents and Students

All members of the school community are expected to identify potential and actual discipline problems as they occur in the school building, on or about school property, or at school functions. School personnel should either deal directly with the problem or refer it to an appropriate member of the staff, counselors and/or administrators. Students and parents are encouraged to communicate information about behavioral problems to an appropriate member of the staff. Students are expected to be cooperative and assist school personnel in the investigation and identification of discipline issues in violation of this Code of Conduct.

- a) An appropriate staff member will resolve the problem immediately by following District policy and building procedures.
- b) Referral cases which are not resolved immediately and are in need of further inquiry and/or information, shall be dealt with by an administrator, counselor or other staff member. This inquiry process may include information from students, staff members, parents, and community resources. Resolution of the problem may involve group interaction: (e.g., by Pupil Service Team (PST), building administrative team, etc.)
- c) Where required by law, and under such other circumstances as are deemed appropriate by school authorities, problems involving the breaking of local, state and federal laws shall be reported to the appropriate legal authority.

Enforcement

- a) It shall be the duty of the administrator, teaching staff member, sponsor or other person responsible for a school activity to make an initial determination as to whether the conduct of any person violates the policies of the Board or administrative rule or regulation.
- b) The person making the initial determination of such a violation may take immediate and appropriate action to abate the violations and, if authorized, may further administer appropriate disciplinary measures at the time such violation is determined. Such individual may defer a determination of the appropriate disciplinary measures for a reasonable period of time for further investigation and action by building administration.
- c) The respective Building Principals, or their designees, shall have responsibility for the review of the findings of the alleged violation of these policies and, insofar as authorized by law, shall have the authority to administer appropriate discipline for violations.
- d) Insofar as permitted by law, the Board does hereby delegate to the Superintendent its authority in the administration of these policies. The Superintendent shall be charged with the responsibility of maintaining order and discipline in the schools of the District, and further to carry out the policies of the Board so as to secure the best educational results and the maintenance of public order. In such capacity, the Superintendent shall hear and determine appeals from decisions of other District authorities as to violations of these policies and the disciplinary measures resulting there from, and shall have further authority to modify or impose other disciplinary measures as she shall deem appropriate.
- e) The Board shall hear and determine appeals from decisions of the Superintendent for suspensions that are over five (5) days in length.

Disciplinary Action

- a) Violation by Students - A student who has been found in violation of this policy shall be subject to such disciplinary action as set forth under the "Penalties" section as deemed appropriate under the circumstances. If the student is a student-athlete and the violation is also an infraction of the training rules, the student-athlete shall be subject to penalties under the Athletic Code of Conduct. Parents will be notified either orally or in writing, by the Principal or his/her designee, depending on the nature of the violation. It is the policy of the Board that disciplinary problems are handled promptly and appropriately by the District representatives most directly concerned, and that building principals and the Superintendent be involved only in more serious disciplinary problems.
- b) Violation by Staff Members - Faculty and staff members found in violation of the policies of the Board are subject to dismissal, suspension, termination or other disciplinary action. Disciplinary action involving faculty and staff members shall be consistent with the provisions of the New York Education Law, New York Civil Service Law, and applicable collective bargaining agreements.
- c) Violation by a Visitor - Any visitor who is deemed to be in violation of this policy shall be informed of the alleged violation and asked to desist. If necessary, the person may be asked to leave the District property and upon failure to do so, or if otherwise deemed appropriate, law enforcement authorities may be called upon to assist.

Penalties and Use of Outside Agencies

It is the policy of the Board that all disciplinary measures employed by persons enforcing the policy have as their objectives the maintenance of public order on school property **and the development of responsible school behavior**. Disciplinary measures shall be just and, insofar as possible, shall be suitable to the individual. Law enforcement authorities shall be summoned to school grounds as required by law or when deemed necessary by the building administrator.

The following disciplinary measures are among those deemed appropriate. The list is not intended to be exhaustive. ~~The disciplinary measures for students~~ **and** may include one or more of the following activities:

- a) Individual appropriate action by teacher, administrator or event supervisor
- b) Parent conference-collaborating effort between school and parent to solve problem
- c) **Restorative practices in select situations, provided by trained professionals**
- ed) ~~Detention or a~~ **After-school time or detention**
- de) Removal from a class by a teacher
- ef) Removal from a class by an administrator
- fg) Loss of privileges
- gh) Suspension of bus privileges
- hi) In-school detention
- ij) Saturday detention
- jk) In-school suspension
- kl) Out-of-school short term suspension (up to 5 days)
- lm) Out-of-school long term suspension (more than 5 days)
- mn) Expulsion
- no) Involvement of appropriate legal agencies and actions
- op) Restitution

While the District cannot mandate penalties other than those listed above, administrators, in consultation with parents and students, may agree to alternative actions such as, but not limited to, community service activities, counseling, mediation or referral to a medical professional or ~~referral to the Pittsford Youth Court~~ **other appropriate agency or service**. The District will follow required procedures for juvenile delinquency petitions, PINS proceedings, and/or criminal proceedings as necessary and appropriate.

Teacher Removal of a Student from a Class

A teacher may remove a disruptive student from a classroom for up to two days in accordance with procedures described in administrative regulations 3410R. No such student shall return to the classroom until the Principal makes a final determination pursuant to Education Law Section 3214(3-a)(c) or the period of removal expires, whichever is less.

For those disciplinary measures which remove a student from classroom instruction, provisions will be made to provide continued academic support.

Specific Disciplinary Measures and Minimum Periods of Suspension

While the following minimum periods of suspension are established, the suspending authority or Superintendent has the discretion to modify the minimum period on a case-by-case basis, considering any of the following:

- age of student
- the student's prior disciplinary record

- the Superintendent's belief that other forms of discipline may be more effective
 - input from teachers, parents and/or others
 - other extenuating circumstances
- a) Possession or use of a firearm will result in a five-day out-of-school suspension, Superintendent's Hearing with a one-year suspension, and referral to legal authorities.
 - b) Possession or use of a weapon other than a firearm will result in a five-day out-of-school suspension, and may include a referral to a Superintendent's Hearing for consideration of a long-term suspension. The student may also be referred to legal authorities.
 - c) Bomb threats will result in a five-day out-of-school suspension, a Superintendent's Hearing with a one-year suspension, and referral to legal authorities.
 - d) Violent behavior, the use of physical force, threats, or acts of violence toward other students, will result in a five-day out-of-school suspension and may include referral to a Superintendent's Hearing for consideration of a long-term suspension. The student may also be referred to legal authorities.
 - e) Violent behavior, the use of physical force, threats, or acts of violence toward staff, will result in a five day out-of-school suspension and referral to a Superintendent's Hearing for consideration of a long-term suspension. The student may also be referred to legal authorities.
 - f) Repeated substantially disruptive behavior will result in a two-day suspension, in school or out of school, to be determined by the Principal. For purposes of this code, repeated substantially disruptive behavior means engaging in conduct that results in the student being removed from the classroom by the teacher on three or more different occasions during a semester, or four or more different occasions during a school year.
 - g) Possession or use of tobacco (smoke or smokeless) may result in a three day suspension.
 - h) Possession or use of alcohol, e-cigarettes or other drug delivery devices, inhalable substances, illegal substances, synthetics, drug paraphernalia or the inappropriate use of prescription substances and/or over the counter substances or any substance used for other than its intended purpose, will result in a five day out-of-school suspension. Repeat offenders may be further referred to a Superintendent's Hearing. Possession of illegal substances will be reported to legal authorities.
 - i) Sale, or distribution, of alcohol, e-cigarettes or other drug delivery devices, inhalable substances, illegal substances, synthetics, drug paraphernalia, the inappropriate use of prescription substances or over the counter substances (when intended use is in violation of District policy), or any substance used for other than its intended purpose, will result in a five day out-of-school suspension, a Superintendent's Hearing for consideration of a long-term suspension, and referral to legal authorities.
 - j) Vandalism, or the willful or malicious destruction of public or private property, will result in suspension, in school or out of school, based on the particular circumstances and as determined by the Principal. Restitution may be pursued, and the student may be referred to legal authorities.
 - k) Violation of civil rights will result in suspension, in school or out of school, based on the particular circumstances and as determined by the Principal.
 - l) Violation of the District Electronic Information Network Policy may result in a five-day suspension, referral to a Superintendent's Hearing, and legal action.

- m) Harassment, including but not limited to, bullying, cyber-bullying or hazing may result in up to a five day suspension, in school or out of school, and may include a referral to a Superintendent's Hearing for consideration of a long term suspension upon review of the **content (if available)**, intent and planned nature of the bullying, harassment or hazing, as determined by the Principal.

A student who is suspended from school may not participate in any extracurricular activities on or off school grounds, including sporting events, field trips, intramurals, or other school sponsored activities.

Persons determining disciplinary measures are encouraged to use appropriate innovative remedial measures toward the end of obtaining mature personal growth and securing willing cooperation with the policies of the Board and the maintenance of order on District property. Insofar as specific procedures are mandatory prerequisites to the administration of disciplinary measures, those procedures shall be followed.

Discipline Procedures for Students with Disabilities

The District will comply with all state and federal laws regulating discipline procedures for students with disabilities.

The disciplinary procedures for students with disabilities have been developed to:

- a) Promote early intervention and avoid escalation of behavioral or other adjustment problems;
- b) Examine and respond to behavior as it relates to the disability; and
- c) Provide for modifications of instructional program, services and/or placement, in an expedited fashion to avoid disruption of the student's education.

It is intended that behavior which is related to the disability and does not present a serious danger to self or others, should be dealt with through modification of the instructional program, behavior support plan, services, or placement rather than the suspension process. This would include conferences among the teacher, Special Education Teacher, Administrator, and the parent to attempt to resolve the problem. It may result in a referral to the Committee on Special Education or modifications within the existing program which do not affect the Individualized Education Plan.

Where the behavior is not related to the disability and/or the behavior does present a serious danger to self or others, the short-term suspension process may still be used.

These procedures have been developed to avoid prolonged periods of time without any instructional program for students and/or to minimize the staff time involved in the long-term process. (Refer to administrative procedures concerning students with disabilities).

Alternative Educational Programs

Any or all alternative educational programs approved by the New York State Education Department will be considered as to their appropriateness based on the needs of a **pupil student**. These will be considered on a case-by-case basis.

Rights of Appeal

Insofar as permitted by law, authority for the implementation of the Board policy on school conduct and discipline is delegated to the Superintendent. Any individual aggrieved by a finding of

violation of this policy, and/or the disciplinary measures resulting there from, may appeal to the Superintendent.

Such appeals must be in writing and submitted to the Superintendent within thirty (30) days of the initial decision to be appealed. The Superintendent shall review and decide the appeal within thirty (30) school days following its submission. The appeal may be determined solely upon written papers or such further investigation as the Superintendent, in the Superintendent's sole and unrestrained discretion, shall deem pertinent to the questions presented on appeal.

The District shall ensure that all District staff members are familiar with the content of the Code of Conduct and their responsibility in its implementation and enforcement through annual staff and new teacher orientation meetings

The Code of Conduct will have been adopted by the Board only after at least one public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. Copies of the Code of Conduct shall be disseminated pursuant to law and Commissioner's Regulations.

The Code of Conduct shall be reviewed on an annual basis, and updated as necessary in accordance with law. The Board shall reapprove any updated Code of Conduct or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The District shall file a copy of its Code of Conduct and all amendments to the Code with the Commissioner of Education no later than thirty (30) days after their respective adoptions.

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATORS

Pittsford Central School District shall provide and maintain on-site in each instructional school facility functional automated external defibrillator (AED) equipment in quantities adequate to ensure ready and appropriate access for use during emergencies. The District shall ensure the presence of at least one staff person who is trained in the operation and use of an AED during school hours and when:

- a) School facilities are used for school-sponsored or school-approved curricular or extra curricular events or activities;
- b) School facilities are used for a school-sponsored athletic contest or practice;
- c) A school-sponsored athletic practice is held at any location; or
- d) A school-sponsored athletic competitive contest is held at any location in cooperation with the other participating school district(s) under the guidelines established by the Section V Athletic Association.

The District shall become a public access defibrillation (PAD) provider as defined in Public Health law in accordance to its provisions. Response plans shall be developed and practiced in each school building.

The District shall provide training in CPR and AED use to ensure an adequate number of staff members are trained to meet the requirements of this policy and education law.

The District shall provide for the regular maintenance of the AED units according to manufacturer's requirements. The AED units will be checked daily, and documentation of each check shall be maintained at each building and at the athletic department. **This documentation needs to be retained for 6 years.**

Protocols and procedures for AED use will be documented in the District's Health and Safety and Emergency Preparedness Guidelines.

Pursuant to Public Health Law Sections 3000-a and 3000-b, the District (as a public access defibrillation provider), or any employee or other agent of the District who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

Education Law Section 917
Public Health Law Section 3000-a and 3000-b
8 New York Code of Rules and Regulations
(NYCRR) Sections 135.4 and 136.4