

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
MONDAY, MAY 21, 2018
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

6:30 P.M. – Tenure Reception
7:00 P.M. – Regular Meeting

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. TENURE APPOINTMENTS (BOARD ACTION)
- V. PRINCIPAL'S REPORT – Mr. Karl Thielking – Mendon High School
- VI. APPROVAL OF MINUTES: May 7, 2018 (BOARD ACTION)

VII. PUBLIC COMMENT

The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern about the District. If you have a question or a statement to make to the Board of Education, we ask that you fill out an index card, available at the sign-in table, and hand it to the School District Clerk. The Board President will recognize those of you who wish to speak. We ask that you raise your hand in order to be recognized and then identify yourself with your name and address.

Those items brought to the attention of the board during this time may be taken under consideration for future response or action. We ask that individual comments be limited to three minutes in order to accomplish the evening's agenda. We respectfully ask that issues related to specific school district personnel or students, be brought to the attention of the superintendent of schools privately.

VIII. 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
- B. Meeting Reports
- C. Dates to Remember
 - 1. 5/23/18 – MCSBA Annual Meeting
 - 2. 5/28/18 – Schools Closed for Memorial Day
 - 3. 5/28/18 – Memorial Day Parade - 10:00 a.m.
 - 4. 6/4/18 – Next Regularly Scheduled Meeting
- D. Acceptance of the Record of May 15, 2018, Budget Vote and Board Election (BOARD ACTION)

- IX. FINANCIAL REPORT – Mr. Kenney
- A. Action Items:
1. Acceptance of Treasurer’s Report – April 30, 2018 (BOARD ACTION)
 2. Budget Transfers – Instructional Technology (BOARD ACTION)
 3. Budget Transfer – Full-Day Kindergarten (BOARD ACTION)
 4. Bid Awards (See Consent Agenda)
 - a. Athletic Apparel
 - b. BOCES II Cooperative Ice Cream Supply
 - c. BOCES II Cooperative Beverage Supply
 - d. BOCES II Cooperative Bread Supply
 - e. BOCES II Cooperative Fresh Produce Supply
 - f. BOCES II Cooperative Milk & Juice Supply
 - g. BOCES II Cooperative Natural Gas Supply
 - h. 18-19 Industrial Arts Supplies
 - i. Custodial Supplies
- B. Discussion:
- C. Other:
- X. HUMAN RESOURCE REPORT – Mr. Leone
- A. Action Items:
1. Professional Staff Report (BOARD ACTION)
 2. Support Staff Report (BOARD ACTION)
- B. Discussion:
- C. Other:
- XI. STUDENT SERVICES REPORT – Dr. Vaughan-Brogan
- A. Action Items:
- B. Discussion:
1. Youth Risk Behavior Survey
 2. Driver’s Education Presentation
- C. Other:
- XII. SPECIAL EDUCATION REPORT – Ms. Woods
- A. Action Items (See Consent Agenda)
1. Committee on Special Education: Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Requested Review, Requested Review Transfer Students.
 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Review.
 3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Reevaluation Review.
- B. Discussion:
- C. Other:
- XIII. SUPERINTENDENT’S REPORT – Mr. Pero
- A. Action Items:
1. Call for Executive Session (BOARD ACTION)
 2. Reimbursement of Funds – Student Tours and Travel (BOARD ACTION)
 3. Gifts to the District (See Consent Agenda)
 - a. Donation of homework folders from PTSA for students at Mendon Center Elementary School for the 2018-2019 school year. (Total cost is \$1705.00)
 - b. Donation of \$2,400.00 from K.E.E.P. for 14 tablet computers to be used as a pilot at Calkins Road Middle School for potential use in all Art rooms in the District.
 - c. Donation of \$1,650.00 from K.E.E.P. for the Student Opportunity Fund in the Pittsford School District.
- B. Discussion:
- C. Other:

- XIV. 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. Gifts to the District

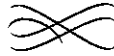
XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. PUBLIC COMMENT

XVIII. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: June 4, 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, May 7, 2018
Board Room - Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education opened up at 7:00 p.m. in the Auditorium, Barker Road Middle School on Monday, May 7, 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, E. Woods.

OTHERS PRESENT: *The sign-in sheets in their entirety are duly made a part of these minutes and are kept in a supplemental file for this meeting.*

1. Mrs. Thomas called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.
2. Mr. Pero opened up the Pittsford Pride program in the auditorium by saying that students being recognized this evening truly make a difference and have made Pittsford Schools a better place just by being who they are. This portion of the Board meeting will be aired on Channel 1303 and will be on a District podcast. Mr. Pero explained how the selection process begins in each building in order to bring us to this celebration. Mrs. Thomas, Mrs. McCluski and Mr. Pero read the nomination write-ups which explained the reason students have been selected. The following students are the recipients this evening:

| Name | Grade Level | School |
|-----------------|------------------|-----------------|
| Eliza Agate | 5 th | Mendon Center |
| Lauren Cybul | 12 th | Sutherland HS |
| Charlotte Engin | 5 th | Thornell Road |
| Hannah Glanton | 5 th | Allen Creek |
| Caleb Holfoth | 12 th | Mendon HS |
| Sarah Kelley | 8 th | Barker Road MS |
| Zachary Moore | 8 th | Calkins Road MS |
| Ryan Steeley | 4 th | Jefferson Road |
| Connor Wambach | 5 th | Park Road |

3. The Board meeting was moved into the Board Room.
4. Motion was made by Mr. Aroesty, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening's meeting. **APPROVED: AGENDA**
Vote: Unanimously carried
5. Motion was made by Mrs. Baum, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its April 16, 2018 meeting. **APPROVED: MINUTES 4/16/18**
Vote: Unanimously carried
6. A required Public Budget Hearing was conducted by Mr. Pero and Mr. Kenney. Listed below are the Fast Facts shared regarding the 2018-2019 budget:
 - The Property Tax Cap increase reduced from 2.90% to 2.64% in the Proposed 2018-2019 Budget.
 - The Proposed 2018-2019 Tax Levy increase is 2.64% - no change with the implementation of FDK.
 - To fund the implementation of FDK:
 - One time startup costs:
 - \$ 800,150 in additional Conversion Aid & Grants – personnel and supplies
 - \$1,185,000 from Capital & Bus Purchase Reserve – buses, renovations & equipment

75.

- Recurrent Personnel Costs:
 - \$1,370,508 increased use of Fund Balance to cover portion not covered by aid
- If FDK was not part of the proposed budget:
 - The Tax Levy increase would be the same at 2.64%
 - Use of Fund Balance & Reserves would decrease
- Contained Tax Levy growth within the County average, despite one of the lowest Foundation Aid increase in the County.

Mr. Kenney also reviewed the spending plan, the three-part budget (administrative, program, capital), the NYS Report Card, the proposed total revenue summary, state aid increase – a large part for FDK, fund balance and reserves. A simple majority of voters is required to pass this year’s budget. The vote will be held at Barker Road Middle School from 7:00 a.m. – to 9:00 p.m. on May 15. Board members asked questions about the budget and Mrs. Reister and her team were thanked for the work done this year.

7. Board reports: Mrs. Thomas thanked board members for their dedication of time to attend Monroe County School Board Association meetings this year.

Mrs. McCluski asked Board members to send any topics of interest they may have for next year discussions by the beginning of July. Vaping is one topic of interest already. Mrs. Thomas noted that freedom of speech, school safety and mental health are at the forefront.

Mrs. Narotsky asked for any labor relations topics that Board members may have.

Board members should let Mrs. Walker know if they will be attending the Annual MCSBA meeting on May 23.

8. Motion was made by Mrs. McCluski, seconded by Mrs. Sanchez-Kazacos regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following resolution: **APPROVED: ANNUAL VOTE POLL WORKERS**

Vote: Unanimously carried

BE IT RESOLVED, that the Board of Education approves that the Annual Meeting of the Pittsford Central School District, Town of Pittsford, Monroe and Ontario Counties, New York, shall be held in the Barker Road Middle School, 75 Barker Road, Pittsford, New York, in said District, on the 15th day of May, 2018, with the polls to be open between the hours of 7:00 a.m. and 9:00 p.m. for the purpose of voting upon the budget resolution, capital reserve fund-purchase of buses proposition, and three Board of Education seats as noted below. *(the proposed budget and proposition have been previously approved by the Board)* AND, BE IT RESOLVED, that the Board of Education approves the Chief Inspector of Election/Chairperson of Election, Inspectors of Election, Assistant Inspector of Elections and Substitutes as listed below.

I.

BUDGET RESOLUTION

SHALL THE FOLLOWING RESOLUTION BE ADOPTED:

RESOLVED, that the Board of Education of the Pittsford Central School District be authorized to expend the amount of \$136,544,880 for the 2018-2019 school year, **AND FURTHER**, that said Board of Education be authorized and directed to levy and collect a tax upon all taxable property in said School District in an amount necessary therefore.

II.

PROPOSITION #1

Capital Reserve Fund - Purchase of Buses

Shall the following resolution be adopted, to wit:

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District is hereby authorized to withdraw from the “Capital Reserve Fund – Purchase of Buses” a sum of money not to exceed One Million, Three Hundred Twenty-four Thousand, Forty-seven Dollars (\$1,324,047), less trade-in allowance, to be used for the purchase of nine (9) replacement sixty-five passenger buses, one (1) wheel chair bus and two (2) thirty-six passenger buses and communications equipment used in the operation of such buses. State Aid generated on these purchases may be returned to the Capital Reserve Fund – Purchase of Buses.

**III.
THREE (3) BOARD OF EDUCATION MEMBERS
THREE - THREE YEAR TERMS**

**IV.
POLL WORKERS**

Cynthia Coleman is hereby appointed as **Chief Inspector of Election/Chair Person of Election** for this annual district election.

The following are hereby appointed to act as **Inspectors of Election/Election Clerks**

Inspectors of Election:

Dolores Hoffmann, Rosemarie Burke, Ruth Hedin, Ann Parker, Stacey Freed, Helene Newman, Nancy Wahl.

Election Clerks:

Carol Bradshaw, Rose Marie Carey, Germaine Chaput, Barb Chiacchierini, Camille Clayton, Joel Evans, Marlain Evans, Jeanne Feldman, Anna Gorbald, Mary Hamblin, Margie Hart, Suzanne Isgrigg, Paula Lobe, Sharon Maragus, Marilyn Meritt, Marigrace Piazza, Suzanne Remington, Dan Sanfrantello, Alice Silver, Betsey Soffer, Linda Traynor, Ann VanBork, Judy Weniger, Betsy Whitehouse, Susan Gould, Robin Scott, Sarah Pelusio, Erin Janson, Kim Huels, Laura Schulitz, Nahoko Kawakyu O'Connor, Anna Griebel, Carey Sisson, Ann Silkey, Laura Rocca, Jessica Izzo, Leslie Kotalik, Jane McConnichie, Liz Salamone, Beth Garver Beha, Ann Binstock, Mrudula Revankar, Jill Harter Lennox, Julie Swager-Reynolds, Karen McCarthy, Gulnar Raman, Patricia Damon, Marla Cain, Karin Fitch, Sue Spall, Anne Veness-Bell, Cindy Wilson, Cindy Merrifield Tarryn Rosen, Kirsten Manske, Renee McQuillen, Mary Jo Bonin, Margaret Schenkel, Sharon Chen Lin, Logan Hazen, Liz Norton

The following are hereby appointed as Substitute Election Clerks: Victoria Coleman, Heather Frank, Paula Jamison, Sarah Woodward, Natasha Saubermann, Marni Kleper, Deborah Tedrick, Michael Delgado. *Each Election Clerk appointed for said vote, as herein provided, having volunteered, shall be entitled to no compensation for the work performed. The Clerk of said school district is hereby authorized and directed to give a written notice of appointment to the persons herein appointed.*

For your information: *The Chief Inspector of Election/Chairperson of Election and Monroe County Trained Inspectors are the only paid positions. All others are gracious volunteers.*

9. Motion was made by Mr. Aroesty, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer's Report for the period ending March 31, 2018.
Vote: Unanimously carried

**ACCEPTED:
TREASURER'S
REPORT**

10. Motion was made by Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Extraclassroom Activities Report.
Vote: Unanimously carried

**APPROVED:
EXTRACLASSROOM
ACTIVITIES REPORT**

11. Mr. Kenney noted that we are getting ready for the issuance of bonds and thanked Mrs. Reister for her work. Mr. Kenney read a statement from the Bond authority that noted our favorable position of maintaining the highest bond rating. He noted there are many positives for our District that are attributed to this high rating.

12. 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 Professional Staff Report:
Vote: Unanimously carried

**APPROVED:
PROFESSIONAL
STAFF REPORT**

A. Change of Status – Probationary to Tenure

Name: Mark Balsamo
 Position: Park Road Principal
 Tenure Area: Principal - Elementary
 Probationary Period: 07/01/2015 – 06/30/2018
 Certification: Permanent

Name: Melissa Julian
 Position: DO Director of Technology
 Tenure Area: Director of Technology
 Probationary Period: 07/01/2015 – 06/30/2018
 Certification: Professional

Name: Jennifer Marren
 Position: SHS Assistant Principal
 Tenure Area: Assistant Principal – High School
 Probationary Period: 07/01/2015 – 06/30/2018
 Certification: Initial

Name: Leeanne Reister
 Position: DO Director of Finance
 Tenure Area: School Business Leader
 Probationary Period: 06/22/2015 – 06/21/2018
 Certification: Professional

B. Appointments - Administrator

Name: Melissa Julian
 Position: MHS Principal
 Type of Position: Probationary
 Tenure Area: Principal – High School
 Probationary Period: July 2, 2018 – July 1, 2022
 Certification: Permanent
 Salary: \$139,000
 Effective Date: July 2, 2018

C. Appointment – School Related Professional

Name: Steevie Hill
 Position: TRE CSE Assigned
 Type of Position: Civil Service
 Probationary Period: 03/05/2018 – 09/05/2018
 Salary: \$16,126
 Effective Date: March 5, 2018

D. Change of Status – Regular Sub to Part-time

Name: Stephen Gleeson
 Position: MHS Social Studies
 Type of Position: Part time
 Tenure Area: Social Studies
 Probationary Period: N/A
 Certification: Initial
 Effective Date: April 23, 2018

E. Resignation for Retirement – Teacher
Carol Moriarty – letter attached

F. Resignation for Retirement – School Related Professional

| <u>Name</u> | <u>Location</u> | <u>Position</u> | <u>Yrs. In District</u> | <u>Retirement Date</u> |
|------------------|-----------------|-----------------------|-------------------------|------------------------|
| Sherry Tontarski | MCE | Educational Assistant | 22 | 06/30/2018 |

G. Resignation – School Related Professional
Melinda Abate
Teri Backus

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 Support Staff Report:
Vote: Unanimously carried

**APPROVED:
SUPPORT STAFF
REPORT**

RESIGNATIONS

| <u>CLERICAL</u> | <u>POSITION</u> | <u>BLDG</u> | <u>LENGTH OF SVC</u> | <u>DATE</u> |
|------------------|-----------------|-------------|----------------------|-------------|
| Christine Zimmer | Off Clk III | SHS | 7 yrs | 6/29/18 |

APPOINTMENTS

| <u>CLERICAL</u> | <u>POSITION</u> | <u>BLDG</u> | <u>HOURS</u> | <u>DATE</u> | <u>SALARY</u> |
|-------------------|-----------------|-------------|--------------|-------------|---------------|
| Sandra Harrington | Off Act Clk | BRMS E | 37.5/wk | 5/14/18 | \$24,863 |

RETIREMENTS

| <u>TRANSPORTATION</u> | <u>POSITION</u> | <u>BLDG</u> | <u>LENGTH OF SVC</u> | <u>DATE</u> |
|-----------------------|-----------------|-------------|----------------------|-------------|
| Dawn Vivian-Neel | Bus Driver | BG | 17 yrs | 6/30/18 |

RESIGNATIONS

| <u>TRANSPORTATION</u> | <u>POSITION</u> | <u>BLDG</u> | <u>LENGTH OF SVC</u> | <u>DATE</u> |
|-----------------------|-----------------|-------------|----------------------|-------------|
| Gail Bledsoe | Bus Attend. | BG | 6 mo. | 5/1/18 |

RESIGNATIONS

| <u>TRANSPORTATION</u> | <u>POSITION</u> | <u>BLDG</u> | <u>LENGTH OF SVC</u> | <u>DATE</u> |
|-----------------------|-----------------|-------------|----------------------|-------------|
| Yosira Colemarez | Fd Svc Help | CRMS | 1 yr | 5/2/18 |

14. Mrs. Ward and Dr. Vaughan-Brogan gave an overview of the National Summit for Education Equity that they attended with Mr. Clark, Mr. Walker and Mrs. Zielke. They reported that it was attended by a large majority of vocational schools, community colleges and magnet schools. There was a sense that Pittsford was one of the very few public schools there. All found it to be one of the most meaningful conferences ever attended. Each walked away with a tool box to move forward to equity in all areas. Looked at was how to move from equality to equity and also leadership responsibility. Among the key messages were that we all need to do individual work to understand biases, relationships and self-efficacy. They came away with booklets of resources and more important knowing that this is systemic and we need a plan to continue our work. We need to be ready for the long haul and do deep meaningful analyses.

15. Mr. Pero said that Dr. Cimmerer took the reins on a recent recycling event sponsored by the K.E.E.P. Foundation. They recycled a significant amount of materials. Students were very environmentally conscious.

Mr. Pero noted that 500 students will be participating in Kicks for Campers on Saturday, May 12 from 4:30-8:15 which is taking place in conjunction with the Town at the Thornell Farm Park and Mendon High School fields.

79.

Mr. Pero thanked Dr. Vaughan-Brogan for being instrumental in ROCKidsCONNECT. A video was shown. The goal of the program is to improve the lives of kids in Rochester and break down barriers for kids who live in different areas. Mr. Pero said it is more than social and friendships. It is also academic.

16. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty 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**

Bid Items:

| | | |
|----------------------------|---------------------------------|-------------|
| Field Maintenance Products | Lakeside Sod Supply | \$29,728.00 |
| Playing Field Top Dressing | Spallina Materials, Inc. | 3,365.00 |
| Stage Rigging/Safety Check | Reynolds Drapery Service, Inc. | 17,600.00 |
| Swimming Pool Supplies | Professional Pools of Rochester | |

Pool supplies in entirety is duly made a part of these minutes and is kept in a supplemental file for this meeting.

| | | |
|---------------------------------|-----------------|----------------|
| Dust Mop and Uniform Service | Unifirst | 24,000.00 est. |
| Fresh Pizza | Dominos | 6.95 per slice |
| BOCES II Cooperative Fine Paper | Various vendors | 66,977.07 |

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

Committee on Special Education: Amendment – Agreement No Meeting, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Requested Review.

Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews.

Committee on Preschool Special Education: Amendment – Agreement No Meetings, Initial Eligibility Determination Meetings

17. 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 the adjournment of its Regular Meeting of May 7, 2018, at 8:50 p.m.
Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Veronica M. Walker
School District Clerk

**PITTSFORD CENTRAL SCHOOL DISTRICT
MINUTES/RESULTS OF VOTES**

May 15, 2018

Mrs. Cynthia Coleman, Chief Election Inspector, convened the Budget Vote/Board of Education Election of the Pittsford Central School District at 7:00 AM on Tuesday, May 15, 2018, in the Barker Road Middle School Gymnasium.

Mrs. Veronica Walker, School District Clerk, had available, the Proof of Publication, including the voting hours for the adoption of the budget, bus proposition and school board vacancies.

Mrs. Coleman was given and noted the names of the Inspectors of Election duly appointed pursuant to Board Resolution, as provided by statute.

Inspectors of Election:

Dolores Hoffmann, Rosemarie Burke, Ruth Hedin, Ann Parker, Stacey Freed, Nancy Wahl, Helene Newman.

Election Clerks:

Carol Bradshaw, Rose Marie Carey, Germaine Chaput, Barb Chiacchierini, Camille Clayton, Joel Evans, Marlain Evans, Jeanne Feldman, Anna Gorbald, Mary Hamblin, Margie Hart, Suzanne Isgrigg, Paula Lobe, Sharon Maragus, Marilyn Meritt, Marigrace Piazza, Suzanne Remington, Dan Sanfrantello, Alice Silver, Betsey Soffer, Linda Traynor, Ann VanBork, Judy Weniger, Betsy Whitehouse, Susan Gould, Robin Scott, Sarah Pelusio, Erin Janson, Kim Huels, Laura Schultz, Nahoko Kawakyu O'Connor, Anna Griebel, Carey Sisson, Ann Silkey, Laura Rocca, Jessica Izzo, Leslie Kotalik, Jane McConnichie, Liz Salamone, Beth Garver Beha, Ann Binstock, Mrudula Revankar, Jill Harter Lennox, Julie Swager-Reynolds, Karen McCarthy, Gulnar Raman, Patricia Damon, Marla Cain, Karin Fitch, Sue Spall, Anne Veness-Bell, Cindy Wilson, Cindy Merrifield Tarryn Rosen, Kirsten Manske, Renee McQuillen, Mary Jo Bonin, Margaret Schenkel, Sharon Chen Lin, Logan Hazen, Liz Norton

The following are hereby appointed as Substitute Election Clerks: Victoria Coleman, Heather Frank, Paula Jamison, Sarah Woodward, Natasha Saubermann, Marni Kleper, Deborah Tedrick, Michael Delgado

CHIEF INSPECTOR/CHAIRPERSON OF ELECTION:

Mrs. Cynthia Coleman

Mrs. Coleman and Mrs. Walker verified that the ballots for the proposition and board election have been properly placed on the voting machines and that the machines are in order, and that the public counters are set at 000.

Mrs. Walker, on behalf of Mrs. Coleman, checked in the Inspectors of Election for the first shift (and did the same for the remainder of the shifts of the day) and directed them to their assignments.

Mrs. Coleman declared the polls open for voting at 7:00 AM. Mrs. Walker declared the polls closed at 9:00 PM. All persons within the room who had not voted are entitled to vote.

After certification of the votes by Mrs. Coleman and Mrs. Walker and witnesses, Mrs. Walker announced the results of the balloting as follows:

81.

Budget Proposition: \$136,544,880
Proposition #1: Capital Reserve Fund
Purchase of Buses

| | |
|-----------|---------|
| Yes: 2061 | No: 701 |
| Yes: 2357 | No: 403 |

Candidates: Irene Feldman Narotsky: 2187, Valerie Baum: 2171, René Sanchez-Kazacos: 2145

Write-ins: 133 – the complete list is duly made part of these minutes and kept in the supplemental file for this meeting.

Total Number of Voters: 2762

Respectfully submitted,



Veronica M. Walker
School District Clerk

Board/Vote/2018/Minutes Results of Votes
5/15/18

PITTSFORD CENTRAL SCHOOL DISTRICT

TREASURER'S REPORT

April 30, 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 April 30, 2018.

GENERAL FUND

- Monroe County surrendered \$2,171,005 of unpaid taxes (see page 3).

SCHOOL LUNCH FUND

- The school lunch program had net operations of \$268 for the month of April (see page 6).

TRUST & AGENCY FUND

- Activity was normal for the month of April (see page 8).

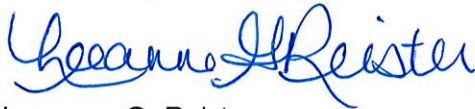
SPECIAL AID FUND

- Activity was normal for the month of March. Amendments for Title I & Title II were approved (See page 11).

CAPITAL, DEBT AND RESERVE FUNDS

- Capital and Debt Service Funds have an unencumbered balance of \$3,277,659 (see page 13).
- Reserve fund balances total \$28,519,756 (see page 13).

Respectfully submitted,



Leeanne G. Reister
Director of Finance

PITTSFORD CENTRAL SCHOOLS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

April 30, 2018

GENERAL FUND

| | 3/31/2018 Balance | Receipts | Disbursements | 4/30/2018 Balance |
|-----------------------------|-------------------------|------------------------|-------------------------|-------------------------|
| Cash in Banks - Checking | \$ 11,172,609.15 | \$ 7,683,731.68 | \$ 10,351,503.16 | \$ 8,504,837.67 |
| Money Market Account-Chase | 385,519.83 | 50.59 | - | 385,570.42 |
| Money Market Account- Key | 1,797,243.31 | 147.73 | - | 1,797,391.04 |
| Money Market Account- M & T | 4,539,049.86 | 1,305.93 | - | 4,540,355.79 |
| Money Market Account- CNB | 500,257.59 | 33.99 | - | 500,291.58 |
| Chase Purchasing Card | - | 222,333.67 | 222,333.67 | - |
| Investments (See Schedule) | 27,032,868.32 | 23,409.43 | 5,000,000.00 | 22,056,277.75 |
| | \$ 45,427,548.06 | \$ 7,931,013.02 | \$ 15,573,836.83 | \$ 37,784,724.25 |

RESERVES

| | 3/31/2018 Balance | Receipts | Disbursements | 4/30/2018 Balance |
|--|-------------------------|----------------------|---------------|-------------------------|
| Unemployment Reserve (Checking) | \$ 392,926.37 | \$ 48.33 | \$ - | \$ 392,974.70 |
| Workers' Compensation Reserve | 180,295.47 | 22.18 | - | 180,317.65 |
| Reserve for Tax Certiorari (Checking) | 739,244.67 | 188,643.39 | - | 927,888.06 |
| Employee Retirement Contribution | 2,005,496.62 | 246.68 | - | 2,005,743.30 |
| Reserve for Liability (Checking) | 1,686,230.04 | 207.41 | - | 1,686,437.45 |
| Insurance Reserve (Checking) | 1,221,898.73 | 150.29 | - | 1,222,049.02 |
| Capital Reserve | 14,110,845.68 | 1,263.24 | - | 14,112,108.92 |
| Bus Purchase Reserve | 5,138,952.41 | 637.26 | - | 5,139,589.67 |
| Employee Benefit Reserve | 2,061,903.98 | 253.61 | - | 2,062,157.59 |
| Instructional Technology Capital Reserve | 1,503,304.95 | 184.91 | - | 1,503,489.86 |
| Investments (See Schedule) | - | - | - | - |
| | \$ 29,041,098.92 | \$ 191,657.30 | \$ - | \$ 29,232,756.22 |

SCHOOL LUNCH FUND

| | 3/31/2018 Balance | Receipts | Disbursements | 4/30/2018 Balance |
|----------------------------|----------------------|----------------------|----------------------|----------------------|
| Cash in Banks - Checking | \$ 488,192.51 | \$ 146,963.21 | \$ 160,341.92 | \$ 474,813.80 |
| Money Market Account-Chase | 207,589.87 | 25.53 | - | 207,615.40 |
| | \$ 695,782.38 | \$ 146,988.74 | \$ 160,341.92 | \$ 682,429.20 |

CAPITAL FUND

| | 3/31/2018 Balance | Receipts | Disbursements | 4/30/2018 Balance |
|--------------------------------------|------------------------|------------------|----------------------|------------------------|
| Cash in Banks - Checking | \$ 46,967.93 | \$ 0.78 | \$ - | \$ 46,968.71 |
| Capital-Dec 2012 Proposition-Reserve | - | - | - | - |
| Capital-Dec 2012 Proposition-BAN | 2,441,902.12 | 300.98 | 222,195.22 | 2,220,007.88 |
| Bus Purchase Reserve -Capital | 42,000.24 | - | - | 42,000.24 |
| | \$ 2,530,870.29 | \$ 301.76 | \$ 222,195.22 | \$ 2,308,976.83 |

SPECIAL AID FUND

| | 3/31/2018 Balance | Receipts | Disbursements | 4/30/2018 Balance |
|----------------------------|----------------------|--------------------|----------------------|----------------------|
| Cash in Banks - Checking | \$ 818,681.81 | \$ 4,306.00 | \$ 228,555.39 | \$ 594,432.42 |
| Money Market Account-Chase | - | - | - | - |
| | \$ 818,681.81 | \$ 4,306.00 | \$ 228,555.39 | \$ 594,432.42 |

PITTSFORD CENTRAL SCHOOLS

INVESTMENT SCHEDULES

As of April 30, 2018

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 |
| 4/11/2018 | 5/10/2018 | Chase | 10,054,271.77 | 1.52% | 30 | 12,560.95 |
| 4/13/2018 | 7/12/2018 | CNB | 2,002,005.98 | 1.32% | 90 | 6,516.12 |
| | | | <u>22,056,277.75</u> | | | <u>60,255.15</u> |

Our current interest rates are as follows:

| | |
|-----------------------------------|--------------|
| JP Morgan Chase Checking | 0.10% -0.25% |
| 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.

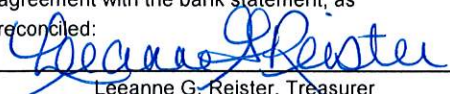
PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF APRIL 2018
General Fund Accounts (Checking and Money Market)

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|--|------------------------|-------------------------|------------------------|
| 31-Mar | BEGINNING BALANCE | | | <u>18,394,679.74</u> |
| | Receipts: | | | |
| | Taxes & Tax Items | 2,195,352.76 | | |
| | Non Property Taxes | | | |
| | Local Revenues | 379,233.14 | | |
| | State Aid (Lottery, Medicaid & Star Aid) | 1,180.13 | | |
| | Monroe #1 BOCES | | | |
| | Interest | 3,183.18 | | |
| | Transfer - CD | 5,026,000.00 | | |
| | Transfer - Debt Service | | | |
| | Transfer - Special Aid Fund DT/DF | 80,180.71 | | |
| | Net Transfers | | | |
| | Total Receipts: | | | <u>7,685,129.92</u> |
| | Disbursements: | | | |
| | EFT/Wire Transfers | | 84,409.48 | |
| | Check # 248089-248354 | | 3,611,495.72 | |
| | ACH Check# 000046-000072 | | 4,561.91 | |
| | Payroll Funding | | 5,506,558.19 | |
| | Void Checks | | | |
| | Transfer to P-Card | | 222,333.67 | |
| | Transfer to Tax Certiorari Reserve | | 188,543.19 | |
| | Transfer to Debt Service (Re: EPC/Bond) | | 733,461.00 | |
| | Transfer to Special Aid (DT/DF) | | | |
| | Total Disbursements: | | | <u>(10,351,363.16)</u> |
| 30-Apr | ENDING BALANCE | <u>\$ 7,685,129.92</u> | <u>\$ 10,351,363.16</u> | <u>15,728,446.50</u> |

| |
|----------------------------|
| BANK RECONCILIATION |
|----------------------------|

| | |
|-------------------------------------|----------------------|
| BALANCE PER BANK: | 16,992,755.19 |
| ADD: | |
| NSF Payments | |
| Outstanding Deposit | 40.32 |
| SUBTRACT: | |
| Outstanding Checks | (1,264,349.01) |
| Outstanding Transfer to Special Aid | |
| ADJUSTED BANK BALANCE | <u>15,728,446.50</u> |
| BALANCE PER BOOKS | <u>15,728,446.50</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:

 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

GENERAL FUND

Monthly Statement of Revenues
April 30, 2018

| DESCRIPTION | BUDGETED REVENUES WITH ADJUSTMENTS | REV. REC'D 4/30/2018 | REV. REC'D TO DATE | ESTIMATED TO 6/30 | OVER/(UNDER) BUDGET |
|--|---------------------------------------|-------------------------|--------------------------|--------------------------|------------------------|
| Real Property Taxes | 90,497,962.62 | 2,193,497.53 | 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 | 1,855.23 | 1,340 |
| County Sales Tax | 5,110,000.00 | - | 2,912,047.16 | 5,110,000.00 | - |
| Textbook Charges | 600.00 | - | 115.00 | 600.00 | - |
| Tuition - Individuals | - | - | - | - | - |
| Other Student Charges | 15,000.00 | 12.00 | 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 | 62,940.61 | 151,763.34 | 242,350.76 | 22,005 |
| Interest Earned on Investments | 45,000.00 | 52,703.26 | 197,853.11 | 197,853.11 | 152,853 |
| Rental of Real Property | 80,000.00 | 17,348.25 | 81,715.58 | 81,715.58 | 1,716 |
| Rental of Real Property, BOCES | - | - | - | - | - |
| Rental of Buses | - | 120.35 | 4,536.19 | 4,536.19 | 4,536 |
| Commissions | - | - | - | - | - |
| Forfeiture of Deposits | - | - | - | - | - |
| Sale of Scrap and Excess Materials | - | 45.60 | 820.60 | 820.60 | 821 |
| 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 | 82.95 | 841.15 | 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 | - | 80,901.39 | 80,901.39 | 20,901 |
| Gifts and Donations | 15,000.00 | - | 45,946.69 | 45,946.69 | 30,947 |
| Unclassified Revenues | 75,000.00 | 5,677.89 | 137,936.44 | 137,936.44 | 62,936 |
| State Aid - General Operating/Foundation Aid | 6,769,074.26 | 590.07 | 2,452,744.95 | 4,797,154.26 | (1,971,920) |
| State Aid - Excess Cost | 938,305.00 | - | 2,103,034.50 | 2,910,225.00 | 1,971,920 |
| 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 | 2,632,898.00 | - | 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 | 590.06 | 41,038.96 | 41,038.96 | 1,039 |
| 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 | \$ 2,335,463.80 | \$ 121,666,495.28 | \$ 133,096,052.59 | \$ 1,200,313.56 |

PITTSFORD CENTRAL SCHOOLS

GENERAL FUND

Schedule of Appropriated Expenses
April 30, 2018

| | ORIGINAL APPROPRIATIONS | TRANSFERS AND ADJUSTMENTS | REVISED APPROPRIATIONS | EXPENDITURES TO DATE | OUTSTANDING ENCUMBRANCES | UNENCUMBERED BALANCES |
|--|----------------------------|------------------------------|---------------------------|-------------------------|-----------------------------|--------------------------|
| School Operations | | | | | | |
| Elementary Schools | 17,306,310.00 | 144,855.98 | 17,451,165.98 | 12,144,501.03 | 4,238,296.28 | 1,068,368.67 |
| Middle School | 13,729,601.00 | 5,594.13 | 13,735,195.13 | 9,644,393.97 | 3,288,736.46 | 802,064.70 |
| High School | 19,296,582.00 | 183,612.58 | 19,480,194.58 | 13,727,855.85 | 4,263,985.79 | 1,488,352.94 |
| Total School Operations | 50,332,493.00 | 334,062.69 | 50,666,555.69 | 35,516,750.85 | 11,791,018.53 | 3,358,786.31 |
| Central Student Programs & Services | | | | | | |
| Special Education Office | 453,566.00 | (12,561.46) | 441,004.54 | 255,357.94 | 51,753.38 | 133,893.22 |
| Special Education Services | 1,220,009.00 | 3,071.20 | 1,223,080.20 | 853,455.36 | 320,118.89 | 49,505.95 |
| Out of District Spec. Ed Programs | 6,305,348.00 | 494,187.85 | 6,799,535.85 | 5,054,793.43 | 1,112,570.01 | 632,172.41 |
| Special Services | 633,483.00 | 500.00 | 633,983.00 | 454,435.11 | 136,890.57 | 42,657.32 |
| Summer Programs | 24,000.00 | - | 24,000.00 | 19,234.50 | 4,765.50 | 0.00 |
| Non Public Services | 481,666.00 | 20,046.76 | 501,712.76 | 122,383.81 | 224,372.37 | 154,956.56 |
| BOCES | 441,011.00 | (61,984.00) | 379,027.00 | 332,156.48 | 46,843.52 | 27.00 |
| Total Central Programs & Services | 9,559,083.00 | 443,260.35 | 10,002,343.35 | 7,091,816.63 | 1,897,314.24 | 1,013,212.48 |
| Instructional Services | | | | | | |
| Curriculum & Instruction Services | 645,693.00 | 93,768.55 | 739,461.55 | 565,122.14 | 108,931.64 | 65,407.77 |
| Standards of Performance | 504,652.00 | (170.00) | 504,482.00 | 301,829.10 | 98,275.51 | 104,377.39 |
| Pupil Services Office | 288,905.00 | 1,350.64 | 290,255.64 | 215,054.39 | 53,777.98 | 21,423.27 |
| Instructional Technology Services | 1,627,688.00 | 105,813.84 | 1,733,501.84 | 1,157,378.76 | 337,140.72 | 238,982.36 |
| Professional Development Services | 234,942.00 | 17,552.98 | 252,494.98 | 198,922.80 | 43,283.91 | 10,288.27 |
| Data Team | 391,536.00 | 1,473.31 | 393,009.31 | 327,268.09 | 63,355.29 | 2,385.93 |
| Total Instructional Services | 3,693,416.00 | 219,789.32 | 3,913,205.32 | 2,765,575.28 | 704,765.05 | 442,864.99 |
| Support Services | | | | | | |
| Finance Services | 904,134.00 | 971.63 | 905,105.63 | 702,739.19 | 138,489.93 | 63,876.51 |
| Personnel Services | 379,993.00 | 4,697.19 | 384,690.19 | 280,951.84 | 58,324.67 | 45,413.68 |
| Public Information Services | 299,901.00 | (1,377.75) | 298,523.25 | 176,516.80 | 60,941.76 | 61,064.69 |
| Operations and Maintenance | 7,835,999.00 | 933,385.46 | 8,769,384.46 | 5,611,477.33 | 2,567,866.02 | 590,041.11 |
| Printing and Mailing Services | 279,967.00 | 7,257.93 | 287,224.93 | 189,707.61 | 78,727.35 | 18,789.97 |
| Support Services Technology | 1,181,775.00 | 32,477.39 | 1,214,252.39 | 1,050,466.95 | 163,785.44 | 0.00 |
| Transportation Services | 4,468,320.00 | 74,069.38 | 4,542,389.38 | 3,021,684.31 | 982,732.32 | 537,972.75 |
| Total Support Services | 15,350,089.00 | 1,051,481.23 | 16,401,570.23 | 11,033,544.03 | 4,050,867.49 | 1,317,158.71 |
| Central Administration | | | | | | |
| Board of Education | 65,984.00 | 782.28 | 66,766.28 | 50,419.59 | 7,974.77 | 8,371.92 |
| Superintendent's Office | 338,486.00 | 6,411.59 | 344,897.59 | 275,485.95 | 59,591.81 | 9,819.83 |
| Total Central Administration | 404,470.00 | 7,193.87 | 411,663.87 | 325,905.54 | 67,566.58 | 18,191.75 |
| Undistributed Expenses | | | | | | |
| Debt Service & Interfund Transfers | 10,609,672.00 | - | 10,609,672.00 | 10,322,421.92 | 1,442.00 | 285,808.08 |
| Insurance & Fees | 1,711,275.00 | 23,493.93 | 1,734,768.93 | 1,411,076.28 | 142,853.32 | 180,839.33 |
| Employee Benefits | 38,404,020.00 | (248,060.36) | 38,155,959.64 | 27,686,762.90 | 6,613,065.37 | 3,856,131.37 |
| Total Undistributed Expenses | 50,724,967.00 | (224,566.43) | 50,500,400.57 | 39,420,261.10 | 6,757,360.69 | 4,322,778.78 |
| TOTAL | 130,064,518.00 | 1,831,221.03 | 131,895,739.03 | 96,153,853.43 | 25,268,892.58 | 10,472,993.02 |
| Transfers and Adjustments Detail: | | | | | | |
| Prior Year Encumbrances | | 1,831,221.03 | | | | |
| Total Transfers and Adjustments | | 1,831,221.03 | | | | |

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

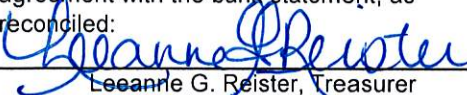
School Lunch Fund

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|--|----------------------|----------------------|----------------------|
| 31-Mar | BEGINNING BALANCE | | | <u>\$ 695,782.38</u> |
| | Receipts: | | | |
| | Daily Deposits | 34,612.10 | | |
| | Prepays- School Lunch Office | 1,227.00 | | |
| | Prepaid- via NutriKids/Heartland | 108,946.56 | | |
| | Other Sales-Vending | 1,232.77 | | |
| | Catering | 886.95 | | |
| | Miscellaneous | | | |
| | Interest | 83.36 | | |
| | Net Transfers | | | |
| | Total Receipts: | | | <u>146,988.74</u> |
| | Disbursements: | | | |
| | EFT/Wire Transfers | | | |
| | Check # 202252-202272 | | 95,676.31 | |
| | Payroll Funding | | 64,665.61 | |
| | Void Checks | | | |
| | Transfer to Trust & Agency re: Sales Tax | | | |
| | Transfer to General re: DT/DF | | - | |
| | Total Disbursements: | | | <u>(160,341.92)</u> |
| 30-Apr | ENDING BALANCE | <u>\$ 146,988.74</u> | <u>\$ 160,341.92</u> | <u>682,429.20</u> |

BANK RECONCILIATION

| | |
|----------------------------------|-------------------|
| BALANCE PER BANK: | 682,584.77 |
| ADD: Outstanding Deposits | 5,541.90 |
| NSF Checks | 6.00 |
| SUBTRACT: | |
| Outstanding Checks | (5,703.47) |
| ADJUSTED BANK BALANCE | <u>682,429.20</u> |
| BALANCE PER BOOKS | <u>682,429.20</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
April 30, 2018**

| | 3/31/2018 | | | 4/30/2018 |
|--|------------------------|-------------------------|-------------------------|------------------------|
| | BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
| Private Purpose Funds (Scholarships) | 70,721.17 | 8.60 | 1,767.10 | 68,962.67 |
| Special Revenue Funds (Local Grants/Donations) | 12,724.60 | 1,141.67 | 438.12 | 13,428.15 |
| Consolidated Payroll | - | 3,507,401.55 | 3,507,401.55 | - |
| Net 1099R Distributions | - | - | - | - |
| NYS Employee Retirement | - | 25,476.25 | - | 25,476.25 |
| Income Protection (LTD) | - | 13,364.24 | 13,364.24 | - |
| Hospital Insurance | - | 206,900.44 | 206,900.44 | - |
| AFLAC | - | 1,520.46 | 1,520.46 | - |
| NYS Income Tax | - | 222,622.66 | 222,622.66 | - |
| Federal Income Tax | - | 465,599.69 | 465,599.69 | - |
| Federal Income Tax-1099R | - | - | - | - |
| Earned Income Credit | - | - | - | - |
| Income Execution | - | 10,416.16 | 10,416.16 | - |
| Association Dues | - | 76,652.96 | 76,652.96 | - |
| Social Security | - | 774,053.74 | 774,053.74 | - |
| Teacher Loans | - | 20,504.00 | 20,504.00 | - |
| Tax Sheltered Annuities | - | 298,863.58 | 298,863.58 | - |
| Bid Deposits | - | - | - | - |
| Other Liabilities | - | - | - | - |
| United Way | - | 2,519.94 | 2,519.94 | - |
| Life Insurance | - | 7,938.27 | 7,938.27 | - |
| Flex Benefits-Medical Exp. | (90.50) | 46,484.12 | 36,074.89 | 10,318.73 |
| Flex Benefits-Dependent Care | 57,498.25 | 32,507.68 | 30,275.68 | 59,730.25 |
| Flex Benefits-Management Fee | 526.55 | 128.32 | 172.16 | 482.71 |
| 529 College Savings | - | - | - | - |
| Sales Tax | - | - | - | - |
| Accounts Receivable | - | - | - | - |
| Due from Other Funds | - | 5,673,394.00 | 5,673,394.00 | - |
| Due to Other Funds | 772.09 | 110.65 | - | 882.74 |
| Health Fund Reserve | 1,965,548.89 | 231.80 | 47,880.02 | 1,917,900.67 |
| TOTALS: | \$ 2,107,701.05 | \$ 11,387,840.78 | \$ 11,398,359.66 | \$ 2,097,182.17 |

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

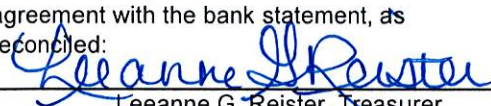
Trust & Agency Accounts

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|---|------------------------|------------------------|------------------------|
| 31-Mar | BEGINNING BALANCE | | | <u>\$ 2,024,255.28</u> |
| | Receipts: | | | |
| | Payroll Funding | 5,673,394.00 | | |
| | FSA Deductions | 39,560.06 | | |
| | General Fund- Health Fund Contribution | - | | |
| | Transfer from School Lunch (Re: Sales Tax) | - | | |
| | Miscellaneous | - | | |
| | Interest | 342.45 | | |
| | Net Transfers | 1,562,276.09 | | |
| | Total Receipts: | | | <u>7,275,572.60</u> |
| | Disbursements: | | | |
| | EFT/Wire Transfers-Taxes | | 1,462,276.09 | |
| | EFT Withdrawals (FSA/Health Fund Accounts) | | 74,842.69 | |
| | EFT/Wire Transfers (Omni, NYS ERS & NYS Sales Tax) | | 298,863.58 | |
| | Payroll Checks # 233655-233867 | | 493,110.58 | |
| | Direct Deposits (D285461-D290450) | | 3,393,667.50 | |
| | Void Checks | | | |
| | 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 | | 1,562,276.09 | |
| | Total Disbursements: | | | <u>(7,285,036.53)</u> |
| 30-Apr | ENDING BALANCE | <u>\$ 7,275,572.60</u> | <u>\$ 7,285,036.53</u> | <u>2,014,791.35</u> |

| |
|----------------------------|
| BANK RECONCILIATION |
|----------------------------|

| | |
|---|---------------------|
| BALANCE PER BANK | 2,156,416.62 |
| ADD: | |
| Deposit in Transit | |
| SUBTRACT: | |
| Outstanding Checks | (134,126.74) |
| Benefit Resources - Current Month's transactions taken Next Month | (7,498.53) |
| Outstanding Transfer to General Fund | |
| ADJUSTED BANK BALANCE | <u>2,014,791.35</u> |
| BALANCE PER BOOKS | <u>2,014,791.35</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 APRIL 2018**

Private Purpose Trusts and Special Revenue Accounts

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|---------------------------------------|--------------------|--------------------|---------------------|
| 31-Mar | BEGINNING BALANCE | | | <u>\$ 83,445.77</u> |
| | Receipts: | | | |
| | Miscellaneous -Dividend & Local Money | 1,140.00 | | |
| | Interest | 10.27 | | |
| | Net Transfers | | | |
| | Total Receipts: | | | <u>1,150.27</u> |
| | Disbursements: | | | |
| | Checks 200504-200511 | | 2,205.22 | |
| | Void Checks | | | |
| | Net Transfers | | | |
| | Total Disbursements: | | | <u>(2,205.22)</u> |
| 30-Apr | ENDING BALANCE | <u>\$ 1,150.27</u> | <u>\$ 2,205.22</u> | <u>82,390.82</u> |

| |
|----------------------------|
| BANK RECONCILIATION |
|----------------------------|

| | |
|------------------------------|------------------|
| BALANCE PER BANK: | 83,714.67 |
| ADD: | |
| SUBTRACT: | |
| Outstanding Checks | (1,323.85) |
| ADJUSTED BANK BALANCE | <u>82,390.82</u> |
| BALANCE PER BOOKS | <u>82,390.82</u> |

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

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

Leeanne G. Reister, Treasurer

Veronica M. Walker, School District Clerk

PITTSFORD CENTRAL SCHOOLS
SPECIAL AID FUNDS
SCHEDULE OF APPROPRIATED EXPENSE
 April 30, 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) | 267,155.85 | 112,997.96 | 97,925.80 | 1,977.39 | 54,254.70 | |
| 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) | 21,311.00 | - | 5,789.00 | - | 15,522.00 | |
| IDEA 611 17/18 (07/01/17-06/30/18) | 1,356,294.00 | - | 905,899.91 | 347,281.29 | 103,112.80 | Special Education |
| Covers special education expenditures | | | | | | |
| IDEA 619 17/18 (07/01/17-06/30/18) | 30,471.00 | - | 22,155.84 | 7,315.61 | 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 | - | 137,508.42 | 53,493.67 | 30,099.91 | |
| 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 | - | 41,547.77 | 22,535.29 | 83,646.94 | |
| Enhances Teacher/Principal training and recruitment. | | | | | | |
| TITLE III GRANT 16/17 (09/01/16-08/31/17) | 16,347.00 | 6,639.73 | (46.96) | - | 9,754.23 | |
| TITLE III GRANT 17/18 (09/01/17-08/31/18) | 16,593.00 | - | 2,521.86 | 6,619.95 | 7,451.19 | |
| 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 | - | - | - | 25,515.00 | |
| 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 | 61,580.00 | - | 51,268.04 | 725.00 | 9,586.96 | Teacher Center |
| Provides staff development opportunities for teachers. | | | | | | |
| SPECIAL ED SUMMER PROGRAMS 4408 | 380,000.00 | - | 370,398.36 | 8,617.42 | 984.22 | 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 | - | 26,487.45 | 19,505.00 | 54,007.55 | Spec Ed/Business Office |
| 4201 Schools for the Blind and Deaf | | | | | | |
| TOTALS: | 3,637,963.14 | 477,867.81 | 2,142,852.84 | 468,070.62 | 549,172.07 | |

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

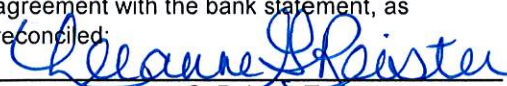
Special Aid Funds

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|--|--------------------|----------------------|---------------------|
| 31-Mar | BEGINNING BALANCE | | | \$ 818,681.81 |
| | Receipts: | | | |
| | Local Revenues | 4,306.00 | | |
| | State Aid/Federal Aid | | | |
| | Transfer from General (20% funding) | | | |
| | Transfer from General DT/DF | | | |
| | Transfer to Special Aid Fund: write offs | | | |
| | Net Transfers | | | |
| | <u>Total Receipts:</u> | | | <u>4,306.00</u> |
| | Disbursements: | | | |
| | EFT/Wire Transfers | | | |
| | Check # 207772-204794 | | 46,365.96 | |
| | Transfer to General Fund re: DT/DF | | 80,180.71 | |
| | Void Checks/Stop Payments/NSF Checks | | | |
| | Payroll Funding | | 102,008.72 | |
| | Transfer to Trust & Agency re: Sales Tax | | | |
| | <u>Total Disbursements:</u> | | | <u>(228,555.39)</u> |
| 30-Apr | ENDING BALANCE | <u>\$ 4,306.00</u> | <u>\$ 228,555.39</u> | <u>594,432.42</u> |

BANK RECONCILIATION

| | |
|---------------------------------|-------------------|
| BALANCE PER BANK: | 619,062.26 |
| ADD: NSF Check | |
| Deposit in Transit | 425.00 |
| SUBTRACT: | |
| Outstanding Checks | (25,054.84) |
| Outstanding Payment Center Fees | |
| ADJUSTED BANK BALANCE | <u>594,432.42</u> |
| BALANCE PER BOOKS | <u>594,432.42</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

Capital & Debt Service SCHEDULE OF APPROPRIATED EXPENSE April 30, 2018

| DESCRIPTION | APPROPRIATIONS | PRIOR YEAR PROJECT EXPENDITURES | EXPENDITURES | O/S ENCUMBRANCES | UNENCUMBERED BALANCES |
|---|----------------------|------------------------------------|----------------------|---------------------|--------------------------|
| Bus Purchases 2017-18 | 1,309,761.00 | - | 1,267,760.76 | - | 42,000.24 |
| 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 | 68,068.00 | 133,711.89 | 40,343.61 |
| 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 | 1,981,333.71 | 855,992.99 | 2,226,114.78 |
| 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 | 45,586,147.00 | 37,916,720.21 | 3,402,063.28 | 989,704.88 | 3,277,658.63 |
| Debt Service | 8,199,069.00 | - | 7,465,608.00 | 733,461.00 | - |
| TOTALS: | 53,785,216.00 | 37,916,720.21 | 10,867,671.28 | 1,723,165.88 | 3,277,658.63 |

RESERVE BALANCES April 30, 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 | | 6,498.74 | | 5,139,589.67 |
| Capital Reserve | 14,100,038.29 | | 12,070.63 | | 14,112,108.92 |
| Instructional Technology Capital Reserve | 1,501,617.17 | | 1,872.69 | | 1,503,489.86 |
| Insurance Reserve | 1,220,526.90 | | 1,522.12 | | 1,222,049.02 |
| Unemployment Insurance Reserve | 392,483.34 | (40,000.00) | 491.36 | | 352,974.70 |
| Reserve for Liability | 1,684,336.91 | (50,000.00) | 2,100.54 | | 1,636,437.45 |
| Reserve for Tax Certiorari | 738,414.73 | | 930.14 | 188,543.19 | 927,888.06 |
| Employee Benefit & Accrued Liability Reserve | 2,059,919.34 | (400,000.00) | 2,238.25 | | 1,662,157.59 |
| Reserve for Retirement Contributions | 2,003,404.21 | (203,000.00) | 2,339.09 | | 1,802,743.30 |
| Workers' Compensation Reserve | 180,110.89 | (20,000.00) | 206.76 | | 160,317.65 |
| TOTALS: | 29,013,942.71 | (713,000.00) | 30,270.32 | 188,543.19 | 28,519,756.22 |

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 APRIL 2018**

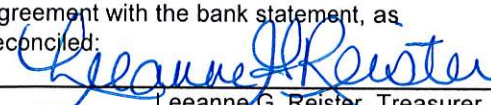
Capital

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|---|------------------|----------------------|------------------------|
| 31-Mar | BEGINNING BALANCE | | | <u>\$ 2,530,870.29</u> |
| | Receipts: | | | |
| | Transfer from General Fund re: Due to/from | - | | |
| | Transfer from General Fund re: Bus Purch. Reserve | - | | |
| | BAN Proceeds | - | | |
| | Interest | 301.76 | | |
| | Net Transfers | - | | |
| | Total Receipts: | | | <u>301.76</u> |
| | Disbursements: | | | |
| | EFT/Wire Transfers | | - | |
| | Payroll Funding | | 161.48 | |
| | Capital Checks-# 60093 | | - | |
| | Capital Checks-Dec 2012 Prop # 869 | | - | |
| | Capital Checks-Dec 2012 Prop BAN # 4294-4299 | | 222,033.74 | |
| | Bus Purchase Reserve Checks (200027) | | - | |
| | Transfer to Debt Service (BAN Premium) | | - | |
| | Net Transfers | | - | |
| | Total Disbursements: | | | <u>(222,195.22)</u> |
| 30-Apr | ENDING BALANCE | <u>\$ 301.76</u> | <u>\$ 222,195.22</u> | <u>2,308,976.83</u> |

| |
|----------------------------|
| BANK RECONCILIATION |
|----------------------------|

| | |
|----------------------------------|---------------------|
| BALANCE PER BANK: | 2,399,870.41 |
| ADD: Outstanding Transfer | |
| SUBTRACT: | |
| Outstanding Checks | (90,893.58) |
| Outstanding Transfer | |
| ADJUSTED BANK BALANCE | <u>2,308,976.83</u> |
| BALANCE PER BOOKS | <u>2,308,976.83</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 APRIL 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 | | | \$ | 8,287,995.88 |
| | Receipts: | | | | |
| | Transfer from General Fund | | 188,543.19 | | |
| | Interest - Reserve for Liability | | 207.41 | | |
| | Interest -Tax Certiorari | | 100.20 | | |
| | Interest- Unemployment Insurance | | 48.33 | | |
| | Interest- Employee Benefit & Accrued Liabilities | | 253.61 | | |
| | Interest- Employee Retirement Contribution | | 246.68 | | |
| | Interest- Workers' Compensation | | 22.18 | | |
| | Interest- Insurance Reserve | | 150.29 | | |
| | Total Receipts: | | | | <u>189,571.89</u> |
| | Disbursements: | | | | |
| | EFT Withdrawals | | | | |
| | Transfer to General Fund | | | | |
| | Total Disbursements: | | | | <u>-</u> |
| 30-Apr | ENDING BALANCE | | <u>\$ 189,571.89</u> | <u>\$ -</u> | <u>8,477,567.77</u> |

| |
|----------------------------|
| BANK RECONCILIATION |
|----------------------------|

| | |
|------------------------------|---------------------|
| BALANCE PER BANK: | <u>8,477,567.77</u> |
| ADD: | |
| SUBTRACT: | |
| Outstanding Checks | |
| ADJUSTED BANK BALANCE | <u>8,477,567.77</u> |
| BALANCE PER BOOKS | <u>8,477,567.77</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 APRIL 2018**

Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|---------------------------------|--------------------|--------------|------------------------|
| 31-Mar | BEGINNING BALANCE | | | <u>\$20,753,103.04</u> |
| | Receipts: | | | |
| | Interest - Bus Purchase Reserve | 637.26 | | |
| | Interest - Capital Reserve | 1,263.24 | | |
| | Interest - Capital IT Reserve | 184.91 | | |
| | Transfer from General Fund | - | | |
| | Total Receipts: | | | <u>2,085.41</u> |
| | Disbursements: | | | |
| | Transfer to Capital Fund | | | |
| | Total Disbursements: | | | <u>-</u> |
| 30-Apr | ENDING BALANCE | <u>\$ 2,085.41</u> | <u>\$ -</u> | <u>20,755,188.45</u> |

| |
|----------------------------|
| BANK RECONCILIATION |
|----------------------------|

| | |
|-----------------------|----------------------|
| BALANCE PER BANK: | 20,755,188.45 |
| ADD: | - |
| SUBTRACT: | |
| Outstanding Checks | |
| ADJUSTED BANK BALANCE | <u>20,755,188.45</u> |
| BALANCE PER BOOKS | <u>20,755,188.45</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

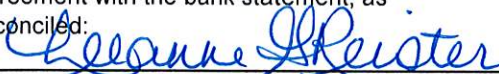
**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF APRIL 2018**

Debt Service Fund

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|---|----------------------|--------------|---------------------|
| 31-Mar | BEGINNING BALANCE | | | \$ 1,227,739.28 |
| | Receipts: | | | |
| | Transfer from General Fund (per appropriations) | 733,461.00 | | |
| | Transfer from Capital Fund (Assuming BAN Premium) | | | |
| | Interest | 173.80 | | |
| | Net Transfers | | | |
| | Total Receipts: | | | 733,634.80 |
| | Disbursements: | | | |
| | Checks (001048) | | - | |
| | Depository Trust Company (Wires) | | - | |
| | Transfer to General Fund | | | |
| | Total Disbursements: | | | - |
| 30-Apr | ENDING BALANCE | \$ 733,634.80 | \$ - | 1,961,374.08 |

| |
|----------------------------|
| BANK RECONCILIATION |
|----------------------------|

| | |
|------------------------------|--------------|
| BALANCE PER BANK: | 1,961,374.08 |
| ADD: | |
| Transfer from General Fund | |
| SUBTRACT: | |
| ADJUSTED BANK BALANCE | 1,961,374.08 |
| BALANCE PER BOOKS | 1,961,374.08 |

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 APRIL 2018
Zero Balance Accounts: Purchasing Card

| DATE | DESCRIPTION CHECK/RECEIPT # | RECEIPTS | DISBURSEMENT | BALANCE |
|--------|-----------------------------|---------------|---------------|--------------|
| 31-Mar | BEGINNING BALANCE | | | \$ - |
| | Receipts: | | | |
| | Transfer from General Fund | 222,333.67 | | |
| | Total Receipts: | | | 222,333.67 |
| | Disbursements: | | | |
| | JP Morgan Chase Withdrawal | | 222,333.67 | |
| | Total Disbursements: | | | (222,333.67) |
| 30-Apr | ENDING BALANCE | \$ 222,333.67 | \$ 222,333.67 | - |

BANK RECONCILIATION

| | |
|-----------------------|---|
| BALANCE PER BANK: | - |
| ADD: | - |
| SUBTRACT: | - |
| ADJUSTED BANK BALANCE | - |
| BALANCE PER BOOKS | - |

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

MONTHLY EXTRACLASROOM ACTIVITY SUMMARY & RECONCILIATION April 30, 2018

| SCHOOL | BEGINNING BALANCE 7/1/2017 | RECEIPTS | DISBURSEMENTS | ENDING BALANCE 4/30/2018 |
|----------------------------|----------------------------------|-------------------|-------------------|--------------------------------|
| Allen Creek Elementary | 2,229.03 | 565.93 | 1,199.87 | 1,595.09 |
| Jefferson Road Elementary | 1,667.23 | 3,003.75 | 3,610.82 | 1,060.16 |
| Mendon Center Elementary | 8,274.37 | 13,900.59 | 11,006.16 | 11,168.80 |
| Park Road Elementary | 4,644.89 | 6,477.74 | 7,700.08 | 3,422.55 |
| Thornell Road Elementary | 5,083.16 | 5,766.00 | 4,598.53 | 6,250.63 |
| Barker Road Middle School | 29,387.05 | 96,716.64 | 89,777.50 | 36,326.19 |
| Calkins Road Middle School | 62,895.28 | 78,358.94 | 71,373.40 | 69,880.82 |
| Sutherland High School | 62,707.29 | 105,041.81 | 81,373.76 | 86,375.34 |
| Mendon High School | 97,545.98 | 140,037.28 | 129,057.29 | 108,525.97 |
| TOTALS : | 274,434.28 | 449,868.68 | 399,697.41 | 324,605.55 |

| BANK RECONCILIATION | | | |
|------------------------------------|---|--|-------------------|
| COMBINED BALANCES PER BANK: | | | 332,344.42 |
| ADD: | Outstanding Deposits / Bank Adjustments | | 7.00 |
| | NSF Checks | | 1,693.30 |
| SUBTRACT: | | | |
| | Outstanding Checks | | (9,439.17) |
| ADJUSTED BANK BALANCE | | | <u>324,605.55</u> |
| BALANCE PER BOOKS | | | <u>324,605.55</u> |

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018
 Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|-------------------------------|----------|---|-----------------|---------------------------|-------------------------|-----------------------|
| Fund: A - GENERAL FUND | | | | | | |
| 04/09/2018 | 018580 | To provide funds for Math Teachers' membership renewals. | A511-2058-500 R | STD Math Supplies | -234.00 | |
| | | | A511-2058-468 R | STD Math Memberships | | 234.00 |
| 04/05/2018 | 018604 | To provide funds for health supplies. | A117-2100-500 R | TR SchlSuppt Supplies | -22.12 | |
| | | | A117-2815-500 R | TR HealthSv Supplies | | 22.12 |
| 04/04/2018 | 018605 | TO COVER THE COST OF TRAVEL & CONFERENCE. | A640-1620-400 R | OM Contracted Services | -7.74 | |
| | | | A640-1620-465 R | Travel and Conference | | 7.74 |
| 04/02/2018 | 018607 | To provide funds for zoom text magnifier. | A410-2251-500 R | SpEd Office Supplies | -75.00 | |
| | | | A410-2251-400 R | SpEd Office Contractual | | 75.00 |
| 04/09/2018 | 018633 | TO COVER THE COST OF COUNSELORS' PROFESSIONAL MEMBERSHIP. | A340-2810-465 R | SHS Counseling Trav & Ct | -115.00 | |
| | | | A340-2810-468 R | SHS Counseling Membership | | 115.00 |
| 04/10/2018 | 018685 | TO COVER THE COST OF FEES ENTERING NYSSMA COMPETITION, WORKSHOP FEES, AND SUPPLIES FOR MATH DEPT. | A340-2158-406 R | SHS Math Entry Fees | -875.00 | |
| | | | A340-2164-500 R | SHS Music Instr Supplies | -15.00 | |
| | | | A340-2100-465 R | SHS SchlSuppt Trav Conf | | 275.00 |
| | | | A340-2158-500 R | SHS Math Supplies | | 600.00 |
| | | | A340-2164-406 R | SHS Music Instr Entry Fee | | 15.00 |
| 04/11/2018 | 018686 | TO COVER THE COST OF SUPPLIES. | A340-2020-465 R | SHS Supr RegSch Trav Ct | -1,390.00 | |
| | | | A340-2020-500 R | SHS Supr RegSch Supplies | | 1,390.00 |
| 04/02/2018 | 018706 | TO PROVIDE FUND FOR TONER PURCHASE. | A232-2100-506 R | CRMS Schl Suppt Copy P; | -104.50 | |
| | | | A232-2100-505 R | CRMS Schl Suppt Prnt Cart | | 104.50 |
| 04/09/2018 | 018707 | To cover the cost of End Year Supplies. | A540-2173-400 R | ProfDev TC Contracted Sv | -1,030.00 | |
| | | | A540-2173-500 R | ProfDev TC Supplies | | 1,030.00 |
| 04/02/2018 | 018709 | To cover the cost of supplies. | A550-2060-466 R | DAT Mileage | -12.57 | |
| | | | A550-2060-500 R | DAT Supplies & Materials | | 12.57 |

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018
 Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|--|----------------|-----------------|---------------------------|-----------------------|
| 04/05/2018 | 018730 | TO COVER THE COST OF SUPPLIES. | | A620-1430-465 R | PER Travel and Conferenc | -12.37 |
| | | | | A620-1430-500 R | PER Supplies & Materials | 12.37 |
| 04/03/2018 | 018779 | TO COVER FREE/REDUCED MEAL PROGRAM REIMBURSEMENT FOR SCHOOL LUNCH FOR MARCH 2018. | | A830-9060-800 R | BEN Hospital Medical | -9,789.00 |
| | | | | A100-2100-500 R | ES Supplies & Materials | 3,006.50 |
| | | | | A200-2100-500 R | Supplies & Materials | 2,973.50 |
| | | | | A300-2100-500 R | Supplies & Materials | 3,809.00 |
| 04/03/2018 | 018787 | To cover the cost of print cartridges needed for the printer. | | A630-1480-500 R | INF Supplies & Materials | -686.00 |
| | | | | A630-1480-505 R | INF Print Cartridges | 686.00 |
| 04/04/2018 | 018800 | TO FUND SPRING SUPPLY PURCHASES, FLOORING & PAVING WORK. | | A640-1620-591 R | OM Gasoline & Diesel | -35,000.00 |
| | | | | A640-1621-164 R | OM Custodial Salary | -50,000.00 |
| | | | | A640-1622-418 R | OM Utilities Electricity | -260,200.00 |
| | | | | A640-1622-420 R | OM Utilities Natural Gas | -160,000.00 |
| | | | | A640-1620-400 R | OM Contracted Services | 160,200.00 |
| | | | | A640-1620-500 R | OM Supplies | 345,000.00 |
| 04/09/2018 | 018808 | TO COVER THE COST OF MEMBERSHIP FEES. | | A231-2158-500 R | BR Math Supplies | -16.99 |
| | | | | A231-2158-468 R | BR Math Memberships | 16.99 |
| 04/05/2018 | 018813 | TO COVER THE COST OF BENCH BACK REPLACEMENT FOR TRE PLAYGROUND. | | A117-2167-500 R | TR PhysEd Supplies | -65.90 |
| | | | | A117-2110-500 R | TR Tch RegSch Supplies | 65.90 |
| 04/09/2018 | 018852 | TRANSFER CO-CURRICULAR SUPPLY FUNDS TO CO-CURRICULAR BOCES TO COVER A FIELD TRIP EXPENSE. | | A341-2850-500 R | MHS Co-Curric Supplies | -57.77 |
| | | | | A341-2850-490 R | MHS Co-Curric BOCES | 57.77 |
| 04/05/2018 | 018860 | FOR REPLACEMENT AND INSTALLATION OF FRONT LAWN SIGN AT MHS. | | A830-9060-800 R | BEN Hospital Medical | -28,793.00 |
| | | | | A640-1620-400 R | OM Contracted Services | 28,793.00 |
| 04/10/2018 | 018873 | TO COVER MUSIC SUPPLY ORDER AND INSTRUMENTAL REPAIRS. | | A341-2165-468 R | MHS Music Vocal Member | -104.00 |
| | | | | A341-2165-500 R | MHS Music Vocal Supplies | -0.02 |
| | | | | A341-2164-455 R | MHS Music Instr Equip Rpr | 10.38 |
| | | | | A341-2164-500 R | MHS Music Instr Supplies | 93.64 |

PITTSFORD CENTRAL SCHOOL DISTRICT

Budgetary Transfer Report

Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018

Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|--|-----------------|---------------------------|-------------------------|-----------------------|
| 04/09/2018 | 018874 | To cover the cost of contractual services. | | | | |
| | | | A113-2164-468 R | JR Music Instr Membershij | -4.99 | |
| | | | A113-2100-400 R | JR SchISuppt Contr Svc | | 4.99 |
| 04/09/2018 | 018875 | To cover the cost of Breakroom Microwave Purchase. | | | | |
| | | | A540-2173-468 R | ProfDev TC Memberships | -12.37 | |
| | | | A540-2173-500 R | ProfDev TC Supplies | | 12.37 |
| 04/09/2018 | 018879 | To cover the cost of Supplies | | | | |
| | | | A540-2173-468 R | ProfDev TC Memberships | -30.60 | |
| | | | A540-2173-500 R | ProfDev TC Supplies | | 30.60 |
| 04/10/2018 | 018926 | TO COVER THE COST OF A BOCES CONFERENCE. | | | | |
| | | | A341-2100-465 R | MHS SchISuppt Trav Conf | -167.47 | |
| | | | A341-2100-490 R | MHS SchISuppt BOCES | | 167.47 |
| 04/10/2018 | 018929 | To provide funds for teacher supplies | | | | |
| | | | A112-2110-500 R | AC Tch RegSch Supplies | -60.08 | |
| | | | A112-2113-500 R | AC Art Supplies | | 60.08 |
| 04/09/2018 | 018943 | To cover the cost of contractual services. | | | | |
| | | | A113-2110-500 R | JR Tch RegSch Supplies | -79.00 | |
| | | | A113-2110-400 R | JR Tch RegSch Contract Sv | | 79.00 |
| 04/10/2018 | 018963 | TO PROVIDE FUNDS FOR CRMS PORTION OF ACES TO ASSETS - SUPERINTENDENT'S CONFERENCE DAY.. | | | | |
| | | | A232-2100-500 R | CR SchISuppt Supplies | -250.00 | |
| | | | A232-2100-400 R | CR SchISuppt Contr Svc | | 250.00 |
| 04/11/2018 | 019338 | TO COVER THE COST OF END OF YEAR SUPPLIES FOR TEACHER CLASSROOMS FOR MULTIPLE VENDORS. | | | | |
| | | | A117-2100-465 R | TR SchISuppt Trav Conf | -24.59 | |
| | | | A117-2100-505 R | TR Schl Suppt Print Cart | -660.09 | |
| | | | A117-2100-506 R | TR Schl Suppt Copy Pape | -1,042.15 | |
| | | | A117-2110-465 R | TR Tch RegSch Trav Conf | -320.00 | |
| | | | A117-2110-480 R | TR Tch RegSch Textbooks | -354.94 | |
| | | | A117-2136-500 R | TR InstrChall Supplies | -75.00 | |
| | | | A117-2153-500 R | TR Reading Supplies | -200.00 | |
| | | | A117-2165-419 R | TR Music Vocal Piano Tun | -90.00 | |
| | | | A117-2165-500 R | TR Music Vocal Supplies | -24.09 | |
| | | | A117-2167-500 R | TR PhysEd Supplies | -210.24 | |
| | | | A117-2176-500 R | TR Science Supplies | -150.00 | |
| | | | A117-2100-500 R | TR SchISuppt Supplies | | 3,151.10 |

PITTSFORD CENTRAL SCHOOL DISTRICT

Budgetary Transfer Report

Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018

Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|--|-----------------|---------------------------|-------------------------|-----------------------|
| 04/10/2018 | 019369 | To cover the cost of supplies. | | | | |
| | | | A100-2136-465 R | ES InstrChall Trav Conf | -477.00 | |
| | | | A100-2136-468 R | Memberships | -141.00 | |
| | | | A100-2136-500 R | ES InstrChall Supplies | | 618.00 |
| 04/11/2018 | 019388 | TO MAKE FUNDS AVAILABLE FOR MUSICAL INSTRUMENT REPAIRS. | | | | |
| | | | A231-2164-500 R | BR Music Instr Supplies | -1,200.00 | |
| | | | A231-2164-455 R | BR Music Instr Equip Rpr | | 1,200.00 |
| 04/11/2018 | 019396 | FOR THE PURCHASE OF STEM KITS FOR PRE LIBRARY TO BE FUNDED BY PTSA DONATION. | | | | |
| | | | A830-9060-800 R | BEN Hospital Medical | -1,500.00 | |
| | | | A115-2610-500 R | PR Library Supplies | | 1,500.00 |
| 04/13/2018 | 019403 | TO PROVIDE FUNDS FOR SUPERINTENDENT CONFERENCE DAY. | | | | |
| | | | A340-2100-465 R | SHS SchISuppt Trav Conf | -196.88 | |
| | | | A340-2100-400 R | SHS SchISuppt Contr Svc | | 196.88 |
| 04/11/2018 | 019414 | TO PROVIDE FUNDS FOR ENGLISH DEPT PAPER ORDER. | | | | |
| | | | A232-2152-500 R | CR English Supplies | -152.16 | |
| | | | A232-2176-500 R | CR Science Supplies | -12.68 | |
| | | | A232-2100-506 R | CRMS SchI Suppt Copy Pap | | 164.84 |
| 04/16/2018 | 019433 | TO PROVIDE FUNDS FOR EDUCATION WORK STATION FOR VE CLASSES. | | | | |
| | | | A340-2116-468 R | SHS Business Membershij | -2,130.00 | |
| | | | A340-2116-500 R | SHS Business Supplies | | 2,130.00 |
| 04/11/2018 | 019442 | TO PROVIDE FUNDS TO PURCHASE SUPPLIES. | | | | |
| | | | A232-2143-455 R | CR HomeCar Equip Rpr | -140.45 | |
| | | | A232-2143-500 R | CR HomeCar Supplies | | 140.45 |
| 04/11/2018 | 019444 | TO COVER THE COST OF A MEMBERSHIP FEE. | | | | |
| | | | A341-2100-468 R | MHS SchISuppt Membersl | -124.00 | |
| | | | A341-2020-468 R | MHS Supr RegSch Membershi | | 124.00 |
| 04/11/2018 | 019447 | TO COVER THE COST OF END OF YEAR SUPPLIES FOR TEACHER CLASSROOMS FOR MULTIPLE VENDORS. | | | | |
| | | | A117-2110-403 R | TR Tch RegSch Field Trip | -1,000.00 | |
| | | | A117-2100-500 R | TR SchISuppt Supplies | | 1,000.00 |
| 04/12/2018 | 019449 | TRANSFER REMAINING DEPARTMENT FUNDS TO SCHOOL SUPPORT SUPPLIES TO COVER YEAR END PURCHASES. | | | | |
| | | | A341-2113-500 R | MHS Art Supplies | -81.90 | |
| | | | A341-2176-455 R | MHS Science Equip Rpr | -30.50 | |
| | | | A341-2176-500 R | MHS Science Supplies | -113.17 | |
| | | | A341-2250-500 R | MHS SpEd Supplies | -320.53 | |
| | | | A341-2810-500 R | MHS Counseling Supplies | -190.08 | |
| | | | A341-2100-500 R | MHS SchISuppt Supplies | | 736.18 |

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018
 Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|--|----------------|-----------------|---------------------------|-----------------------|
| 04/11/2018 | 019462 | To cover the costs of Conference Registration. | | A115-2100-465 R | PR SchISuppt Trav Conf | -125.00 |
| | | | | A115-2100-490 R | PR SchISuppt BOCES | 125.00 |
| 04/12/2018 | 019467 | TO PROVIDE FUNDS FOR PURCHASE OF CHAIRS AND CHAIR PROTECTORS. | | A830-9060-800 R | BEN Hospital Medical | -6,969.90 |
| | | | | A340-2100-500 R | SHS SchISuppt Supplies | 6,969.90 |
| 04/12/2018 | 019472 | To cover the cost of BOCES services. | | A460-2110-473 R | Payments-Charter Schools | -30,000.00 |
| | | | | A470-2110-490 R | BOCES Tch RegSch BOCES Sv | 30,000.00 |
| 04/12/2018 | 019473 | To cover the cost of computer instructional supplies. | | A231-2176-500 R | BR Science Supplies | -25.00 |
| | | | | A530-2630-500 R | ITS Computer Inst Supplie | 25.00 |
| 04/13/2018 | 019475 | TO PROVIDE FUNDS FOR SOC. ST. DEPT. PAPER ORDER. | | A232-2182-500 R | CR SocStudies Supplies | -19.48 |
| | | | | A232-2100-506 R | CRMS SchI Suppt Copy Pap | 19.48 |
| 04/12/2018 | 019481 | To provide funds for purchase of chairs and chair protectors at MHS. | | A340-2100-500 R | SHS SchISuppt Supplies | -6,969.90 |
| | | | | A341-2100-500 R | MHS SchISuppt Supplies | 6,969.90 |
| 04/13/2018 | 019489 | To cover the cost of TC Supplies. | | A540-2173-400 R | ProfDev TC Contracted Sv | -24.36 |
| | | | | A540-2173-500 R | ProfDev TC Supplies | 24.36 |
| 04/13/2018 | 019506 | To provide funds for computer equipment costs through Boces. | | A530-2630-400 R | ITS Computer Inst Contr S | -15,490.50 |
| | | | | A530-2630-491 R | ITS-Comp Equip BOCES | 15,490.50 |
| 04/13/2018 | 019533 | To cover contractual services. | | A114-2100-465 R | MC SchISuppt Trav Conf | -150.00 |
| | | | | A114-2100-400 R | MC Contracted Services | 150.00 |
| 04/13/2018 | 019553 | TRANSFER FUNDS FROM HEALTH SUPPLIES TO SCHOOL SUPPORT SUPPLIES TO CLOSE HEALTH. | | A341-2140-500 R | MHS HealthEd Supplies | -100.00 |
| | | | | A341-2100-500 R | MHS SchISuppt Supplies | 100.00 |
| 04/13/2018 | 019555 | TRANSFER FROM MUSIC INST REPAIR TO MUSIC INST SUPPLIES TO COVER COSTS. | | A341-2164-455 R | MHS Music Instr Equip Rp | -33.52 |
| | | | | A341-2164-500 R | MHS Music Instr Supplies | 33.52 |
| 04/13/2018 | 019577 | TO PROVIDE FUNDS FOR TONER. | | A232-2100-506 R | CRMS SchI Suppt Copy P: | -906.63 |
| | | | | A232-2100-505 R | CRMS SchI Suppt Prnt Cart | 906.63 |

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018
 Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|--|----------------|-----------------|---------------------------|-----------------------|
| 04/13/2018 | 019578 | To provide funds for instrument repairs. | | A112-2020-468 R | AC Supr RegSch Member: | -11.00 |
| | | | | A112-2020-500 R | AC Supr RegSch Supplies | -77.10 |
| | | | | A112-2164-468 R | AC Music Instr Membershi | -9.00 |
| | | | | A112-2164-500 R | AC Music Instr Supplies | -32.90 |
| | | | | A112-2815-455 R | AC HealthSv Equip Rpr | -20.00 |
| | | | | A112-2164-455 R | AC Music Instr Equip Rpr | 150.00 |
| 04/13/2018 | 019579 | TO PROVIDE FUNDS FOR TRAVEL & CONFERENCE COSTS. | | A232-2100-500 R | CR SchISuppt Supplies | -333.00 |
| | | | | A232-2100-465 R | CR SchISuppt Trav Conf | 333.00 |
| 04/13/2018 | 019581 | To provide funds for reading intervention supplies. | | A112-2250-500 R | AC SpEd Supplies | -4.76 |
| | | | | A112-2153-500 R | AC Reading Supplies | 4.76 |
| 04/13/2018 | 019584 | To provide funds for classroom textbooks. | | A112-2100-465 R | AC SchISuppt Trav Conf | -203.15 |
| | | | | A112-2110-480 R | AC Tch RegSch Textbooks | 203.15 |
| 04/13/2018 | 019586 | TO MAKE FUNDS AVAILABLE FOR MAINTENANCE SERVICE IN WELLNESS ROOM. | | A231-2100-500 R | BR SchISuppt Supplies | -400.00 |
| | | | | A231-2100-400 R | BR SchISuppt Contr Svc | 400.00 |
| 04/13/2018 | 019587 | Transfer money to pay for speech instrument supplies. | | A410-2251-500 R | SpEd Office Supplies | -1,300.00 |
| | | | | A420-2255-500 R | SpEd Sv Speech Supplies | 1,300.00 |
| 04/17/2018 | 019589 | TO PROVIDE FUNDS FOR INSTRUMENTAL SUPPLIES. | | A340-2164-455 R | SHS Music Instr Equip Rpr | -226.00 |
| | | | | A340-2164-500 R | SHS Music Instr Supplies | 226.00 |
| 04/13/2018 | 019591 | To cover the cost for Speech test purchase. | | A511-2051-465 R | STD Speech Trav Conf | -250.00 |
| | | | | A511-2051-468 R | STD Speech Memberships | -100.00 |
| | | | | A511-2051-500 R | STD Speech Supplies | 350.00 |
| 04/13/2018 | 019595 | To provide funds for third grade students end of year cultural arts performance. | | A117-2100-500 R | TR SchISuppt Supplies | -2,239.73 |
| | | | | A117-2110-493 R | TR Young Aud-Cultural Ar | 2,239.73 |
| 04/13/2018 | 019596 | Transfer funds to cover the cost of testing protocols needed for Special Ed Dept. | | A115-2100-500 R | PR SchISuppt Supplies | -500.00 |
| | | | | A115-2250-500 R | PR SpEd Supplies | 500.00 |

PITTSFORD CENTRAL SCHOOL DISTRICT

Budgetary Transfer Report

Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018

Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|---|----------------|-----------------|---------------------------|-----------------------|
| 04/13/2018 | 019603 | Transfer funds to cover the cost of music instrument repairs. | | A115-2100-505 R | PR Schl Suppt Print Cart | -1,000.00 |
| | | | | A115-2164-455 R | PR Music Instr Equip Rpr | 1,000.00 |
| 04/16/2018 | 019615 | To cover the cost of spring reader purchases. | | A112-2020-465 R | AC Supr RegSch Trav Cor | -2,000.00 |
| | | | | A112-2020-500 R | AC Supr RegSch Supplies | -74.25 |
| | | | | A112-2100-465 R | AC SchlSuppt Trav Conf | -904.90 |
| | | | | A112-2100-468 R | AC SchlSuppt Membership | -130.00 |
| | | | | A112-2100-500 R | AC SchlSuppt Supplies | -545.46 |
| | | | | A112-2110-403 R | AC Tch RegSch Field Trip: | -145.39 |
| | | | | A112-2110-480 R | AC Tch RegSch Textbooks | 3,800.00 |
| 04/17/2018 | 019616 | To cover the cost of card reader additions at several locations. | | A640-1625-500 R | OM Security Supplies | -15,000.00 |
| | | | | A640-1625-400 R | OM Security Contractual | 15,000.00 |
| 04/16/2018 | 019619 | TO PROVIDE FUNDS FOR TONER ORDER. | | A232-2100-506 R | CRMS Schl Suppt Copy P: | -209.00 |
| | | | | A232-2100-505 R | CRMS Schl Suppt Prnt Cart | 209.00 |
| 04/16/2018 | 019629 | TRANSFER FUNDS FROM SCHOOL SUPPORT SUPPLIES TO SCHOOL SUPPORT CONTRACTUAL TO COVER A FIELD TRIP. | | A341-2100-500 R | MHS SchlSuppt Supplies | -226.04 |
| | | | | A341-2100-400 R | MHS SchlSuppt Contr Svc | 226.04 |
| 04/16/2018 | 019648 | TO COVER THE COST OF TONER PRINTER CARTRIDGES. | | A117-2250-500 R | TR SpEd Supplies | -4.05 |
| | | | | A117-2610-505 R | TR Library Prnt/Tnr Cartr | 4.05 |
| 04/16/2018 | 019698 | TO COVER THE COST OF CULTURAL ARTS ACTIVITIES AND END OF THE YEAR SCHOOL SUPPLIES. | | A117-2020-465 R | TR Supr RegSch Trav Cor | -164.63 |
| | | | | A117-2100-500 R | TR SchlSuppt Supplies | 120.00 |
| | | | | A117-2110-493 R | TR Young Aud-Cultural Ar | 44.63 |
| 04/16/2018 | 019699 | To cover equipment repair costs. | | A300-2855-443 R | HS Athletics Skiing Fees | -200.00 |
| | | | | A200-2855-455 R | MS Athletics Equip Rpr | 200.00 |
| 04/18/2018 | 019768 | TO MAKE FUNDS AVAILABLE FOR TEXTBOOK PURCHASES FOR BALANCE OF SCHOOL YEAR. | | A231-2152-500 R | BR English Supplies | -1,500.00 |
| | | | | A231-2100-480 R | BR SchlSuppt Textbooks | 1,500.00 |

PITTSFORD CENTRAL SCHOOL DISTRICT

Budgetary Transfer Report

Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018

Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|---|----------------|-----------------|---------------------------|-----------------------|
| 04/17/2018 | 019776 | To move funds from Mileage to cultural arts to cover costS. | | A113-2100-465 R | JR SchlSuppt Trav Conf | -110.50 |
| | | | | A113-2110-493 R | JR Young Aud-Cultural Art | 110.50 |
| 04/17/2018 | 019828 | To pay for BOCES Professional Development costs. | | A830-9060-800 R | BEN Hospital Medical | -391.10 |
| | | | | A510-2010-490 R | CURINS BOCES Services | 391.10 |
| 04/17/2018 | 019829 | To pay for BOCES Professional Development costs. | | A830-9060-800 R | BEN Hospital Medical | -2,008.90 |
| | | | | A510-2010-490 R | CURINS BOCES Services | 2,008.90 |
| 04/19/2018 | 019832 | Transfer funds from Supplies to Mileage to cover milieage costs. Tranfer funds from Supplies to Memberships to cover membership costs. | | | | |
| | | | | A440-2833-500 R | SPSV CareerInt Supplies | -414.00 |
| | | | | A440-2833-466 R | SPSV Mileage | 150.00 |
| | | | | A440-2833-468 R | SPSV CareerInt Membership | 264.00 |
| 04/17/2018 | 019836 | To provide funds for supplies for Transportation department bus maintenance through the end of the school year. | | | | |
| | | | | A670-5510-400 R | TRN Contracted Services | -20,000.00 |
| | | | | A670-5510-500 R | TRN Supplies & Materials | 20,000.00 |
| 04/18/2018 | 019854 | TRANSFER FUNDS FROM SCHOOL SUPPORT SUPPLIES TO SCIENCE SUPPLIES TO COVER COSTS. | | | | |
| | | | | A341-2100-500 R | MHS SchlSuppt Supplies | -34.00 |
| | | | | A341-2176-500 R | MHS Science Supplies | 34.00 |
| 04/19/2018 | 019882 | TO PROVIDE FUNDS FOR ART CLUB WORKSHOP. | | | | |
| | | | | A232-2100-500 R | CR SchlSuppt Supplies | -300.00 |
| | | | | A232-2100-400 R | CR SchlSuppt Contr Svc | 300.00 |
| 04/18/2018 | 019918 | FOR SUPPLIES FUNDED BY MONROE COUNTY STOP DWI MINI-GRANTS. | | | | |
| | | | | A830-9060-800 R | BEN Hospital Medical | -500.00 |
| | | | | A440-2832-500 R | PrevCoord Supplies | 500.00 |
| 04/19/2018 | 019962 | TRANSFER MUSIC SUPPLY AND SCHOOL SUPPORT SUPPLY FUNDS TO MUSIC REPAIRS TO COVER SUMMER INST. REPAIRS. | | | | |
| | | | | A341-2100-500 R | MHS SchlSuppt Supplies | -33.52 |
| | | | | A341-2164-500 R | MHS Music Instr Supplies | -33.52 |
| | | | | A341-2164-455 R | MHS Music Instr Equip Rpr | 67.04 |
| 04/18/2018 | 019964 | To provide funds for OM Worlds Registration. | | | | |
| | | | | A510-2010-422 R | CURINS Consultants | -1,400.00 |
| | | | | A510-2010-400 R | CURINS Contracted Service | 1,400.00 |
| 04/19/2018 | 020021 | TO COVER MCSBA WORKSHOPS FOR BOARD OF EDUCATION. | | | | |
| | | | | A710-1040-465 R | BOE Travel & Conference | -700.00 |
| | | | | A710-1010-465 R | BOE Travel & Conference | 700.00 |

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018
 Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To | |
|------------|----------|---|----------------|-----------------|---------------------------|-----------------------|------------|
| 04/20/2018 | 020088 | TO COVER THE COST OF CONTRACTUAL SERVICES. | | A341-2610-500 R | MHS Library Supplies | -94.26 | |
| | | | | A341-2610-400 R | MHS Library Contracted Sv | | 94.26 |
| 04/23/2018 | 020091 | To cover the cost of AV supplies. | | A640-1623-400 R | OM AV Contracted Service | -2,091.70 | |
| | | | | A640-1623-500 R | OM AV Supplies | | 2,091.70 |
| 04/20/2018 | 020092 | TO COVER THE COST OF ART SUPPLIES AND BUILDING SUPPLIES. | | A341-2158-500 R | MHS Math Supplies | -93.95 | |
| | | | | A341-2182-500 R | MHS SocStudies Supplies | -377.45 | |
| | | | | A341-2100-500 R | MHS SchISuppt Supplies | | 462.85 |
| | | | | A341-2113-500 R | MHS Art Supplies | | 8.55 |
| 04/20/2018 | 020121 | TO PURCHASE OFFICIAL BUDGET BALLOTS FOR MAY 15, 2018 BUDGET VOTE/ELECTION. | | A710-1060-500 R | BOE Dist Mtg Supplies | -773.00 | |
| | | | | A710-1060-490 R | BOE Dist Mtg BOCES Svcs | | 773.00 |
| 04/20/2018 | 020180 | To recode/correct budget account for flooring installation. | | A640-1620-500 R | OM Supplies | -150,000.00 | |
| | | | | A640-1620-400 R | OM Contracted Services | | 150,000.00 |
| 04/23/2018 | 020181 | TO REPLACE FUNDS USED FOR A CULTURAL ARTS EVENT THAT WAS CANCELED. | | A231-2110-493 R | BRMS Young Aud-Cultura | -2,275.75 | |
| | | | | A231-2100-500 R | BR SchISuppt Supplies | | 2,275.75 |
| 04/20/2018 | 020222 | To provide funds for BOCES BART Event. | | A830-9060-800 R | BEN Hospital Medical | -126.98 | |
| | | | | A114-2110-493 R | MCE Young Aud-Cultural Ar | | 126.98 |
| 04/23/2018 | 020257 | TO COVER SHIPPING CHARGES FOR A TEXTBOOK ORDER. | | A231-2100-500 R | BR SchISuppt Supplies | -30.00 | |
| | | | | A231-2100-480 R | BR SchISuppt Textbooks | | 30.00 |
| 04/24/2018 | 020265 | To provide funds for NYSASPA Membership fees. | | A620-1430-400 R | PER Contracted Services | -90.00 | |
| | | | | A620-1430-468 R | PER Memberships | | 90.00 |
| 04/24/2018 | 020270 | TO PROVIDE FUNDS FOR SHS PORTION OF SUP'T CONFERENCE DAY PROGRAM COSTS. | | A340-2100-465 R | SHS SchISuppt Trav Conf | -225.00 | |
| | | | | A340-2100-400 R | SHS SchISuppt Contr Svc | | 225.00 |
| 04/26/2018 | 020324 | To provide funds for EQUIPMENT REPAIRS. | | A200-2855-455 R | MS Athletics Equip Rpr | -350.00 | |
| | | | | A300-2855-455 R | HS Athletics Equip Rpr | | 350.00 |

PITTSFORD CENTRAL SCHOOL DISTRICT

Budgetary Transfer Report

Current Appropriation - Effective From: 04/01/2018 To: 04/30/2018

Fiscal Year: 2018

| Effective | Trans ID | Transaction Description | Budget Account | Description | Amount Transferred From | Amount Transferred To |
|------------|----------|---|--|---------------------------|-------------------------|-----------------------|
| 04/26/2018 | 020423 | TO COVER EXPENSE OF EQUIPMENT REPAIRS. | | | | |
| | | | A720-1240-400 R | SUPT Contracted Services | -72.00 | |
| | | | A720-1240-455 R | SUPT Equipment Rpr | | 72.00 |
| 04/30/2018 | 021061 | To correct negative budget accounts. | | | | |
| | | | A100-2100-173 R | ES SchlSuppt OT/Extra hr | -100.73 | |
| | | | A200-2100-173 R | MS SchlSuppt OT/Extra hr | -103.75 | |
| | | | A200-2100-173 R | MS SchlSuppt OT/Extra hr | -274.51 | |
| | | | A200-2100-173 R | MS SchlSuppt OT/Extra hr | -156.58 | |
| | | | A200-2100-173 R | MS SchlSuppt OT/Extra hr | -241.88 | |
| | | | A300-2810-157 R | HS Counselor Salary | -383.07 | |
| | | | A300-2810-161 R | HS Counseling Clerk Salar | -458.45 | |
| | | | A510-2010-161 R | CURINS Clerk Salary | -221.90 | |
| | | | A630-1480-490 R | INF Prnt /Elec Comm BOC | -11,415.77 | |
| | | | A710-1060-400 R | BOE Dist Mtg Expense Co | -202.65 | |
| | | | A117-2100-173 R | AC SchlSuppt OT/Extra hrs | | 57.79 |
| | | | A113-2100-173 R | JR SchlSuppt OT/Extra hrs | | 16.90 |
| | | | A115-2100-173 R | PR SchlSuppt OT/Extra hrs | | 26.04 |
| | | | A200-2810-157 R | MS Counselor Salary | | 383.07 |
| | | | A200-2810-161 R | MS Counseling Clerk Salar | | 458.45 |
| | | | A231-2100-173 R | BR SchlSuppt OT/Extra hrs | | 103.75 |
| | | | A232-2100-173 R | CR SchlSuppt OT/Extra hrs | | 274.51 |
| | | | A300-2100-173 R | HS SchlSuppt OT/Extra hrs | | 106.45 |
| | | | A300-2815-173 R | HS HealthSv OT/Extra hrs | | 50.13 |
| | | | A340-2100-173 R | SHS SchlSuppt OT/Extra hr | | 34.95 |
| | | | A341-2100-173 R | MHS SchlSuppt OT/Extra hr | | 206.93 |
| | | | A540-2173-161 R | ProfDev TC Clerk Salary | | 221.90 |
| | | | A630-1480-182 R | INFO Auxl Staff Salaries | | 11,415.77 |
| | | | A710-1010-421 R | BOE Meeting Expense | | 202.65 |
| | | | Total for Fund A - GENERAL FUND | | -844,881.51 | 844,881.51 |

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

Jeanne Reister
D. T. Keating

Date of Treasurer's Report for BOE review

5/21/2018

Date Completed

5/9/2018

Person Completing

Cham Cul Geo

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: April 25, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*
Re: Budget Transfers – Instructional Technology

Please find attached a budget transfer to provide the necessary funds to comply with the BOCES end of year cutoff date for technology purchases.

\$156,400 for the acquisition of 173 replacement laptops and
\$440,073 for Core Switches as requested by the Technology Department.

Pursuant to Board Policy 5330, any transfer in excess of \$75,000 requires Board of Education approval.

I therefore recommend the following resolution to wit:

Be It Resolved, that the Board of Education of the Pittsford Central School District at its regular meeting does hereby approve the budget transfer of funds as stated below:

\$596,473

From:
830 9060 800 Health Insurance

To:
660/530 2630 490 Instruc. Tech BOCES

DTK:kd
Attachment

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

To: Michael Pero
Superintendent

From: Darrin T. Kenney *DK*
Assistant Superintendent for Business

Date: May 18, 2018

Re: Budget Transfer – FDK

Please find below a budget transfer to provide for the acquisition of new classroom furniture and related infrastructure for the Full Day Kindergarten classrooms recently approved by the voters. It is highly unusual to be legally permissible to transfer into an equipment code, however, we have confirmed that the establishment of new classrooms is an “*ordinary contingent expense*”, and therefore a transfer of unexpended budget funds is appropriate. We are proposing to transfer **from** the unexpended Health Insurance budget. The RASHP II plan had a better than anticipated claims year, and the NYSDFS approved the Consortium becoming self-funded affording further efficiencies. Exercising this option will also expedite the ordering and receiving of the necessary items which places us in a better position to be ready to receive students in September.

I therefore recommend the following resolution to wit:

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting, May 21, 2018 does hereby approve the transfer of \$68,346 **from** unexpended balance in the Health Insurance code **to** Elementary Regular Education Equipment. This transfer is for the ordinary contingent expenditures related to the furniture and equipment necessary for new classrooms to implement Full-Day Kindergarten as approved by a majority of the voters of the Pittsford Central School District.

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

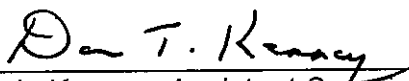
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: May 21, 2018
TOPIC: Athletic Apparel
Advertised Date: April 27, 2018 *The Daily Record*
Bid Opening Date: May 4, 2018
FUNDS: 2018-2019 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 Apparel | ADPRO Sports | \$ 33,177.00 |
| | Laux Sporting Goods | \$ 2,345.25 |
| | Port Jefferson Sports | \$ 433.35 |
| | Triple Crown Sports | \$ 7,500.00 |
| | Varsity Brands Holding Co, Inc | \$ 3,540.00 |
| | TOTAL: | \$ 46,995.60 |

Comments: Contract period for the 18-19 Athletic Apparel bid is from date awarded by Board of Education through 6/30/19. 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 was reviewed by Scott Barker, Athletic Director; Cynthia Heagerty, Deputy Purchasing Agent; and Karen Houston, Purchasing Agent. Bid represents 12 items.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

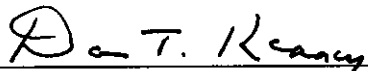
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston)
BOE Date: May 21, 2018
Bid Title: BOCES II Cooperative Ice Cream Supply RFB-1840-18
Date of Legal Notice: March 8, 2018, *Democrat & Chronicle*
Date of Bid Opening: April 10, 2018
Time of Bid Opening: 2:00 pm, BOCES II
Source of Funds: C94 2860 412 School Lunch Budget

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

| ITEM BID | RECOMMENDED VENDOR | AMOUNT |
|-----------------|---|---------------------|
| 18-19 Ice Cream | Hershey's Ice Cream (cost estimated) | \$13,997.76 |
| TOTAL: | | <u>\$ 13,997.76</u> |

Comments: BOCES II Cooperative Ice Cream bid contract runs July 1, 2018 through June 30, 2019. Pittsford and 18 other districts participated. The bid responses were reviewed by Rose Brennan, BOCES II Bid Coordinator and Paulette Vangellow, Director of Food Services. Bid represents 9 items. The 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: May 21, 2018
TOPIC: BOCES II Cooperative Beverage Supply RFB-1844-18
Date of Legal Notice: March 8, 2018, *Democrat & Chronicle*
Date of Bid Opening: April 10, 2018
Time of Bid Opening: 2:00 PM at BOCES II
FUNDS: C94 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 vendors as low responsive bidders meeting specifications:

| ITEM BID | RECOMMENDED VENDOR | ESTIMATED AMOUNT |
|------------------------------|-----------------------|---|
| 18-19 Beverage | Kimmins Coffee | \$ 42,516.50 |
| (Juice, Gatorade, and Water) | Coca-Cola Refreshment | \$ 2,040.00 |
| TOTAL: | | <u>\$ 44,556.50</u> (cost estimated) |

Comments: The BOCES II Cooperative Beverage bid contract runs July 1, 2018 through June 30, 2019. Pittsford and 13 other districts participated. The bid responses were reviewed by Rose Brennan, BOCES II Bid Coordinator and Paulette Vangellow, Director of Food Services. The bid is recommended for award on a line by line 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: May 21, 2018
Bid Title: BOCES II Cooperative Bread Supply RFB-1843-18
Date of Legal Notice: March 8, 2018, *Democrat & Chronicle*
Date of Bid Opening: April 10, 2018
Time of Bid Opening: 2:00 P.M., BOCES II
Source of Funds: C94 2860 411 School Lunch Budget

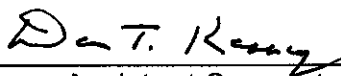
BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendors as low responsive bidders meeting specifications:

| ITEM BID | RECOMMENDED VENDOR | AMOUNT |
|--------------------|-----------------------------------|----------|
| 18-19 Bread Supply | Midstate Bakery Distributors Inc. | 4,242.00 |

TOTAL:

\$ 4,242.00
(cost estimated)

Comments: The BOCES II Cooperative bid contract runs July 1, 2018 through June 30, 2019. Pittsford and 19 other districts participated. Bid responses were reviewed by Rose Brennan, BOCES II Bid Coordinator, and Paulette Vangellow, Director of Food Service. Bid represents 8 items. The 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

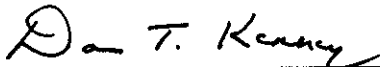
RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE Date: May 21, 2018
Bid Title: BOCES II Cooperative Fresh Produce Supply RFB-1842-18
Date of Legal Notice: March 8, 2018, *Democrat & Chronicle*
Date of Bid Opening: April 10, 2018
Time of Bid Opening: 2:00 P.M., BOCES II
Source of Funds: C94 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 vendors as low responsive bidders meeting specifications:

| ITEM BID | RECOMMENDED VENDOR | AMOUNT |
|---------------------|-------------------------------------|---|
| 18-19 Fresh Produce | American Fruit & Vegetable Co. Inc. | \$29,387.60 |
| TOTAL: | | <u>\$ 29,387.60</u> (cost estimated) |

Comments: The BOCES II Cooperative Fresh Produce Supply Bid contract runs 7/1/18 - 6/30/19. Pittsford and 20 other districts participated. Bid responses were reviewed by Rose Brennan, BOCES II Bid Coordinator, and Paulette Vangellow, Director of Food Service. Bid represents 37 items. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications. The vendor supplied a 21% markup over cost for full cases, and 31% for split cases.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

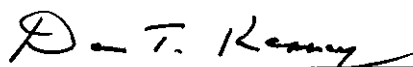
RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston)
BOE Date: May 21, 2018
Bid Title: BOCES II Cooperative Milk & Juice Supply RFB-1845-18
Date of Legal Notice: March 8, 2018, *Democrat & Chronicle*
Date of Bid Opening: April 10, 2018
Time of Bid Opening: 2:00 P.M. BOCES II
Source of Funds: C94 2860 413 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 Milk and Juice | Upstate Niagara Cooperative, Inc. (cost estimated) | \$ 67,322.33 |
| TOTAL: | | <u>\$ 67,322.33</u> |

Comments: The BOCES II Cooperative bid contract runs July 1, 2018 through June 30, 2019. Pittsford and 19 other districts participated. The bid responses were reviewed by Rose Brennan, BOCES II Bid Coordinator and Paulette Vangellow, Director of Food Service. Bid represents 17 items. The 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)
BOE DATE: May 21, 2018
TOPIC: BOCES II Cooperative Natural Gas Supply RFB-1847-18
Date Advertised: April 3, 2018, *Democrat & Chronicle*
Date of Bid Opening: April 25, 2018
Time of Bid Opening: 2:00 PM at BOCES II
Source of Funds: 2018-2019 Budget: 640-1622-420 & 670-5530-420

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 |
|--------------------|--------------------|-----------------------------------|
| NATURAL GAS | 2018-2019 Budget | <u>\$796,000.00</u> (Budgeted) |

| | |
|---------------|---|
| SC-3 Accounts | National Fuel Resources Inc: *Single Fixed Basis = $-\$.3450$ per Decatherm |
| SC-5 Accounts | New Wave Energy Corp: *Single Fixed Basis = $\$.1744$ per Decatherm |

*Single Fixed Basis is cost of all charges associated with the purchase and transportation of gas to point of delivery.

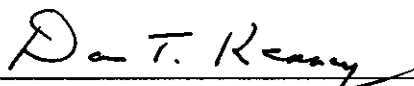
At this time the NYMEX WACOG (New York Mercantile Exchange Weighted Average Cost of Gas) is not locked in. Mr. Baker, KB Marketing Associates, will monitor the gas market conditions to advise the NYMEX gas prices and various purchasing options available to keep the total price of gas to the Districts minimized

Final gas price includes NYMEX (New York Mercantile Exchange) commodity price.

Comments: The Boces II Cooperative Bid period is 07/01/18 - 06/30/19. Pittsford, 13 Districts, and BOCES I and II participated. The bids were reviewed by Rose Brennan, BOCES II Coordinator, and William A. Baker, KB Marketing Associates, BOCES II energy consultant.

Information: William A. Baker, KB Marketing Associates, recommendation letter states, "**New Wave Energy Corp** would best serve these districts with the lowest possible cost and meet the bid specifications for the **SC-5** RG&E accounts" and "The bid submitted by **National Fuel Resources Inc.** (NFR) would best serve these districts with the lowest possible cost and meet the Bid Specification for the **SC-3** RG&E accounts." Letter and Spreadsheet Analysis regarding bids received is attached.

Note: RG&E invoices delivery charges separately. These charges are not tied to the BOCES II bid in any manner.



Darrin Kenney, Assistant Superintendent for Business



Finance
Office

Steve Roland
Director of Finance
Tel: (585) 352-2412
Fax: (585) 352-2756
Email:
sroland@monroe2boces.org

Cooperative Bid for Natural Gas Supply FY 2018-2019

To: Participating School Districts
From: Rose Brennan, Monroe 2-Orleans BOCES
Date: April 30, 2018
Subject: 2018-2019 Natural Gas Bid Award

Rose Brennan

RFB-1847-18, Cooperative Natural Gas Supply, was advertised on April 3, 2018 and opened on April 25, 2018 at 2:00 PM. The solicitation requested bids for a single fixed basis price per decatherm - the costs of all charges associated with the purchase and transportation of the gas to the point of delivery - but not the NYMEX gas purchase price for RG&E SC-3, RG&E SC-5 and NYSEG SC-5 accounts for the delivery period of July 1, 2018 through June 30, 2019 for 14 school district and BOCES participants. 6 bids were received and reviewed. Bill Baker of KB Marketing Associates, our energy consultant, has reviewed all bids submitted, and has provided the attached recommendation letter. Our bid recommendations are as follows:

SC-3 accounts (LDC is RG&E) – National Fuel Resources Inc.:

The award for the basis is -\$0.3450 per decatherm, a decrease of \$0.135 per decatherm vs. FY 17-18, or \$48,095 for all participants. Participants must also add the NYMEX WACOG (weighted average cost of gas), and any swing volume variation charges to receive a total delivered cost per decatherm. Swing volume variation charges will vary monthly in each district depending on the amount of gas purchased compared to the amount requested by the supplier for the individual accounts. Please note that the LDC (Local Distribution Company, RG&E), will invoice for their delivery charges separately. These charges from the LDC are not tied to the BOCES 2 bid in any manner.

SC-5 accounts (LDC is RG&E) – New Wave Energy Corp.:

The award for the basis is \$0.1744 per decatherm, a decrease of \$0.3196 per decatherm vs. FY 17-18, or \$154,035 for all participants. Participants must also add the NYMEX WACOG to receive a total delivered cost per decatherm. Since all SC-5 accounts are monthly balanced, the supplier will provide for 100% monthly swing tolerance for each account at the contract basis price and the NYMEX WACOG, regardless of estimated monthly usage profiles with no added volume variation charges. Please note that the LDC (Local Distribution Company, RG&E), will invoice for their delivery charges separately. These charges from the LDC are not tied to the BOCES 2 bid in any manner.

SC-5 accounts (LDC is NYSEG) – UGI Energy Services Inc.:

The award for the basis is -\$0.0200 per decatherm, a decrease of \$0.195 per decatherm vs. FY 17-18, or \$2,258 for all participants. Participants must also add the NYMEX WACOG (weighted average cost of gas), and any swing volume variation charges to receive a total delivered cost per decatherm. Swing volume variation charges will vary monthly in each district depending on the amount of gas purchased compared to the amount requested by the supplier for the individual accounts. Please note that the LDC (Local Distribution Company, NYSEG), will invoice for their delivery charges separately. These charges from the LDC are not tied to the BOCES 2 bid in any manner.

Lock-in Option

At this time, we have not locked in the NYMEX WACOG. We will continue to monitor market conditions; the bid allows us as a group the option to lock-in all or partial should a significant event impact future costs.

We are providing the participants' contact information to the awarded vendors. They will be forwarding a contract to each district covering the bid period. The bid is contingent upon acceptance of all participants. Please advise Monroe 2-Orleans BOCES of your Board's approval of this bid recommendation.

Please call my office if you have any questions at (585) 352-2418, or email me at rbrennan@monroe2boces.org. Thank you.



KB Marketing Associates
Energy Professionals
PO Box 455, Walworth, NY 14568-0455
(315) 986-1012 Office
(585) 507-7451 Cell
kbma1@rochester.rr.com

April 27, 2018

Rose Brennan, Purchasing Agent
Monroe 2-Orleans BOCES
3599 Big Ridge Road
Spencerport, NY 14559-1799

Subject: School District Bid Professional Advisement for FY18/19

Dear Rose:

After reviewing the six (6) bid submissions for the supply of Transportation Gas to the school districts participating in the Monroe 2-Orleans BOCES bid for FY18/19, I have concluded that; the bid submitted by **New Wave Energy Corp.** (NW) would best serve these districts with the lowest possible cost and meet the Bid Specifications for the **SC-5 RG&E** accounts. The bid submitted by **National Fuel Resources Inc.** (NFR) would best serve these districts with the lowest possible cost and meet the Bid Specifications for the **SC-3 RG&E** accounts and the bid submitted by **UGI Energy Services Inc.** (UGI) would best serve the **SC-5 NYSEG** account. Swing volume variations would be handled by these Suppliers through their gas market pools established with the LDC's and pipelines to maintain a reliable gas supply process.

Attached is my analysis of the bids received at Monroe-2 BOCES on April 25, 2018. The bids received from **UGI, NW** and **NFR** met the Bid Specifications and all necessary documents were completed and signed.

The **BASIS** bid prices decreased the **BASIS** cost by \$48,095 for RG&E SC-3 accounts, by \$154,035 for RG&E SC-5 accounts and \$2,258 for the NYSEG SC 5 account compared to FY17/18. Total decrease in **BASIS** costs for FY18/19 is \$204,388 compared to FY17/18.

The final gas price to the schools will include the NYMEX commodity price. I will continue to watch the gas market to advise you regarding the NYMEX gas prices and various purchasing options available to keep the total price of gas to the Districts minimized.

Thank you for this opportunity to continue serving you in energy related matters.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Baker'.

Bill Baker, Consultant

Attachment: Natural Gas BASIS Bid Analysis for Monroe-2 BOCES FY 18/19 dated 4-27-2018

NATURAL GAS BASIS BID ANALYSIS FOR MONROE-2 BOCES - FY18/19

Bids Received on 4/25/2018 at 2pm

| (Daily Metered) | | SC-3 \$/Dt | | RG&E Is LDC |
|--------------------------------------|-------------------------|------------|--|---|
| BIDDER | Bid \$/Dt | Action | | Comments |
| UGI Energy Services Inc | -\$0.0350 | | | Variable LDC monthly balancing charge not included but same for all bidders |
| National Fuel Resources Inc | -\$0.2450 low bidder | | | Need to change net bill payment time to 30 days. Variable LDC monthly balancing charge not included but same for all bidders |
| Direct Energy Business Marketing LLC | -\$0.1410 | | | Variable LDC monthly balancing charge not included but same for all bidders Volume penalties apply if variance from contract volume greater than 25% (excluding weather affects) Compute average cost of layered gas for invoice commodity rate. Their contract states prices quoted can change at time of contract signing. They must adhere to 45-day rule. |
| New Wave Energy Corp | NB | | | No bid submitted |
| Empire Natural Gas Corp | -\$0.0590 | | | Alternate price submitted allows for 100% swing tolerance for this rate class. Variable LDC monthly balancing charge not included but same for all bidders Alternate price too high when results of price was compared to low bidder for this rate class. |
| Mirabito Natural Gas | NB | | | No bid submitted |
| (Non-daily Metered) | | SC-5 \$/Dt | | RG&E Is LDC |
| BIDDER | Bid \$/Dt | Action | | Comments |
| UGI Energy Services Inc | \$0.3510 | | | Variable LDC monthly balancing charge not included but same for all bidders |
| National Fuel Resources Inc | \$0.4780 | | | Need to change net bill payment time to 30 days. Variable LDC monthly balancing charge not included but same for all bidders |
| Direct Energy Business Marketing LLC | \$0.4970 | | | Compute average cost of all layered gas for invoice commodity rate. Their contract states prices quoted can change at time of contract signing. They must adhere to 45-day rule Variable LDC monthly balancing charge not included but same for all bidders |
| New Wave Energy Corp | \$0.1744 low bidder | | | Need to change net bill payment time to 30 days. Variable LDC monthly balancing charge not included but same for all bidders Must base monthly gas invoices on actual LDC provided usage data only. Item 6 in contract has been updated to this effect. |
| Empire Natural Gas Corp | \$0.4630 | | | Alternate price is same as original bid price. Variable LDC monthly balancing charge not included but same for all bidders |
| Mirabito Natural Gas | \$0.6800 | | | Their contract states prices quoted can change at time of contract signing. They must adhere to 45-day rule Need to change net bill payment time to 30 days. Provides no warrantee of gas usability or fitness for any use. Variable LDC monthly balancing charge not included but same for all bidders Limitation of volume swing with penalty stated in contract but limit value would be at their discretion only. |
| TGP (Daily Metered) | | SC-5 \$/Dt | | NYSEG Is LDC |
| BIDDER | Bid \$/Dt | Action | | Comments |
| UGI Energy Services Inc | 0.0200 low bidder | | | Variable LDC monthly balancing charge not included but same for all bidders |
| National Fuel Resources Inc | 0.1720 | | | Need to change net bill payment time to 30 days. Variable LDC monthly balancing charge not included but same for all bidders |
| Direct Energy Business Marketing LLC | 0.2000 | | | Compute average cost of all layered gas for invoice commodity rate. Variable LDC monthly balancing charge not included but same for all bidders Their contract states prices quoted can change at time of contract signing. They must adhere to 45-day rule |
| New Wave Energy Corp | NB | | | No bid submitted |
| Empire Natural Gas Corp | 0.0380 | | | Alternate price submitted allows for 100% swing tolerance for this rate class. Variable LDC monthly balancing charge not included but same for all bidders |
| Mirabito Natural Gas | NB | | | No bid submitted |

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: May 21, 2018
TOPIC: 18-19 Industrial Arts Supplies
Advertised Date: March 28, 2018 *The Daily Record*
Bid Opening Date: April 11, 2018
FUNDS: 2018-2019 Industrial Art Technology 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 |
|----------------------------------|--------------------------|--------------------|
| Industrial Arts Supplies: | Metco Supply | 485.57 |
| | Midwest Technology Prod. | 1,201.75 |
| | T & R Black's Hardware | 318.80 |
| | Paxton Patterson | 730.54 |
| | | <u>\$ 2,736.66</u> |

Comments: Industrial Art Supplies Bid runs from date awarded by BOE to May 31, 2019. The bid was reviewed by Peter Pratt, District Leader for Industrial Art; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. Bid represents 73 items. 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

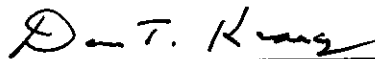
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston)
DATE: May 21, 2018
TOPIC: Custodial Supplies
Date of Advertisement: April 20, 2018, *The Daily Record*
Date of Bid Opening: April 30, 2018
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: Custodial Supply Budget 640 1621 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 VENDORS | AMOUNT |
|---------------------------|----------------------------------|---------------------|
| Custodial Supplies | | |
| | Corr Distributers Inc. | \$ 2,262.12 |
| | Economy Products & Solutions Inc | \$ 43,606.99 |
| | Hill & Markes | \$ 340.00 |
| | Hillyard Floor Care Supply | \$ 80.85 |
| | Interboro Packaging Corp | \$ 399.00 |
| | Pyramid Paper Company | \$ 5,896.84 |
| | Regional Distributors | \$ 88.56 |
| | Unipak Corp | \$ 12,884.50 |
| | TOTAL: | \$ 65,558.86 |

Comments: Custodial Supplies Bid runs from time of Board award through 4/30/19. Forty-six (46) items awarded. Additional items may be ordered through 4/30/19. Bid was reviewed by Marcia Holmes, Coordinator of Support Services; Cynthia Heagerty, Deputy Purchasing Deputy; and Karen L. Houston, Purchasing Agent. Bid awarded on a line by line basis to the lowest responsive and responsible bidder meeting District specifications.



Darrin Kenney, Assistant Superintendent for Business

Pittsford Schools

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1004

Fax: 585.267.1088

Michael_Pero@pittsford.monroe.edu

Michael Pero
Superintendent of Schools

May 17, 2018

To: Board of Education
From: Mike Pero
Re: Reimbursement of Funds from Student Tours and Travel

Laura Purcell has asked if the Board of Education would be willing to pass a resolution at its meeting on Monday authorizing Harris Beach to initiate litigation to obtain reimbursement of the monies associated with the trip. If we are unable to get anywhere in terms of a conversation with them, I want to move forward to bring a lawsuit in Monroe County to force the case to be litigated here if necessary and put additional pressure on Student Tours and Travel attorney, Ms. Pfeiffer, to resolve this quickly. We can't actually initiate the lawsuit without first having the Board pass a public resolution that authorizes the action. The resolution would read:

RESOLVED, that the Board of Education hereby directs the Superintendent of Schools to take the steps necessary to obtain reimbursement of all funds paid pursuant to a contract with Student Tours and Travel and authorizes the District's legal counsel to commence all legal proceedings as are necessary to secure the return of such funds.

s/s/mdp33/reimbursementStudentTravelandTours

PITTSFORD CENTRAL SCHOOLS

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy, "Accepting Gifts from the Public" and complete the form below:

Name: MCE PTSA

Address: c/o Christine Laviano, MCE PTSA Secretary, Phone: 917-783-8026
19 Trotters Field Run, Pittsford NY 14534

School: Mendon Center Elementary Date: April 25, 2018

1. Describe the gift. What is it? List its condition, age, size, and other details as applicable. If not cash or new item, please estimate the fair market value.

The MCE PTSA would like to fund the purchase of homework folders for the students for the 2018-2019 school year. The cost of the folders is \$1705.00.

2. Describe and conditions or restrictions for its use.

The folders would be used for all students at MCE to facilitate communication between teachers, parents, and students.

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

4. Which of the following conditions does the gift fulfill?

Is it in support of and a benefit to all district schools or to a particular district school?

Is it for a purpose for which the district could legally expend its own funds?

Is it for the purpose of awarding scholarships to students graduating from the district?

Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

In case of Technology/Computer equipment, the gift needs to be approved by our Director of Technology, Jeff Cimmerer. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Barker.

Director's Approval: _____ Date: _____
(when appropriate)

Principal's Approval: Hammur Cuffe Date: 4/25/2018

Superintendent's Approval: ML Date: 5/11/11

Board Action: _____ Date: _____

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name Jeff Cimmerer (For KEEP) Phone 267-1084

Address 75 BARKER RD.

School: ~~EOT~~ CRMS

1. Describe the gift. What is it? List its condition, age, size, and other details as applicable. If not cash or new item, please estimate the fair market value.

\$2400⁰⁰ For TABLET COMPUTERS (14)

2. Describe any conditions or restrictions for its use.

THIS IS DESIGNATED AS A PILOT AT
CRMS FOR POTENTIAL USE IN ALL
ART ROOMS THROUGHOUT THE DISTRICT.

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

—

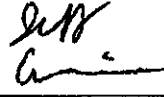
4. Which of the following conditions does the gift fulfill?


- Is it in support of and a benefit to all district schools or to a particular district school?
- Is it for a purpose for which the district could legally expend its own funds?
- Is it for the purpose of awarding scholarships to students graduating from the district?

Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

In the case of Technology/Computer equipment, the gift needs to be approved by our Director of Technology, Melissa Julian. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Barker.

Director's Approval: N/A ^{JW}  Date 5/15/18
(When appropriate)

Principal's Approval:  Date 5/10/18

Superintendent's Approval:  Date 5/16/18

Board Action: Date: _____

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name Jeff Cimmerer (KEEP) ^{FOR} Phone 267-1084

Address 75 Banker Rd

School: ~~CAT~~ District

1. Describe the gift. What is it? List its condition, age, size, and other details as applicable. If not cash or new item, please estimate the fair market value.

\$ 1,650 for THE STUDENT
OPPORTUNITY FUND

2. Describe any conditions or restrictions for its use.

FOR THE OPPORTUNITY FUND ONLY

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

4. Which of the following conditions does the gift fulfill?

Is it in support of and a benefit to all district schools or to a particular district school?

Is it for a purpose for which the district could legally expend its own funds?

Is it for the purpose of awarding scholarships to students graduating from the district?

Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

In the case of Technology/Computer equipment, the gift needs to be approved by our Director of Technology, Melissa Julian. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Barker.

Director's Approval: N/A *[Signature]* Date 5/15/18
(When appropriate)

^{Director}
Principal's Approval: *[Signature]* Date 5/16/18

Superintendent's Approval: *[Signature]* Date 5/10/18

Board Action: Date: _____