

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
MONDAY, MARCH 26, 2018
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

6:00 P.M. – Budget Work Session

7:00 P.M. – Regular Meeting

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. PRINCIPAL’S REPORT – Mrs. Shana Cutaia – Barker Road Middle School
- V. APPROVAL OF MINUTES: March 12, 2018 (BOARD ACTION)
- VI. 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.
- VII. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board President’s – next meeting – 5/2/18
 - 2. Executive Committee – next meeting – 4/25/18
 - 3. Information Exchange Committee – next meeting – 4/18/18
 - 4. Labor Relations Committee – next meeting – 4/25/18
 - 5. Legislative Committee – next meeting – 4/11/18
 - 6. Steering Committee – next meeting – 3/28/18
 - B. Meeting Reports
 - C. Dates to Remember
 - 1. 3/30/18-4/6/18 – Schools Closed for Spring Break
 - 2. 4/12/18 – Board of Education Visit/Tour at Mendon Center Elementary School
(Tour 7:15 am/Visit 7:30 am)
 - 3. 4/12/18 – MCSBA Law Conference – Double Tree – 8:00 a.m. – 12:00 p.m.
 - 4. 4/16/18 – Next Regularly Scheduled Meeting – 7:00 p.m.
- VIII. FINANCIAL REPORT – Mr. Kenney
 - A. Action Items:
 - 1. Acceptance of Treasurer’s Report – February 28, 2018 (BOARD ACTION)
 - 2. Capital Reserve – Bus Resolution (BOARD ACTION)
 - B. Discussion:
 - C. Other:

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

- X. STUDENT SERVICES REPORT – Mrs. Vaughan-Brogan
 - A. Action Items:
 - B. Discussion:
 - 1. Driver’s Ed Presentation/Budget
 - 2. Summer Enrichment Presentation/Budget
 - C. Other:

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

- XII. SUPERINTENDENT’S REPORT – Mr. Pero
 - A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. Gift to the District (See Consent Agenda)
 - a. An annual donation of \$2500.00 to the Unified Basketball program from the Pittsford District PTSA.
 - B. Discussion:
 - 1. Inclusivity Advisory Committee Charter – 1st Reading
 - C. Other:

- XIII. CONSENT AGENDA (BOARD ACTION)
 - A. Committee on Special Education
 - B. Sub-Committee on Special Education
 - C. Gift to the District

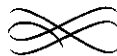
- XIV. OLD BUSINESS

- XV. NEW BUSINESS

- XVI. PUBLIC COMMENT

- XVII. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: April 16, 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, March 12, 2018
Board Room - Barker Road Middle School

A BUDGET WORKSHOP of the Pittsford Central School District Board of Education was held at 6:00 p.m. in the Board Room, Barker Road Middle School on Monday, March 12, 2018. Dr. Vaughan-Brogan reported out on the Student Services budget. Ms. Elizabeth Woods reported out on the Special Education budget. Mrs. Melanie Ward reported out on school budgets. Mr. Kenney reported out on the undistributed budget, which includes debt service and interfund transfers, insurance, judgments and fees and employee benefits.

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, March 12, 2018.

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

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

OTHERS PRESENT: S. Warchol, M. Sykes, C. Shulitz, K. Evans, D. Carpenter, X. Cai, R. Cincebox, M. Yaskey,
C. Hughes, M. Graham, K. Barclay, S. Gould, C. Rohrer, V. Booth.

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

2. Mrs. Thomas read the following statement from the Board of Education:

“On February 14th, school safety was again called to the center of attention in our country due to the tragic loss of 17 lives in the Marjory Stoneman Douglas High School. In the past few weeks, every school in the nation has been on heightened alert. Since the tragic event in Parkland, FL, the Pittsford Central School District administrative leadership, BOE, and staff have been reviewing safety protocol in our schools. From the BOE perspective, without a doubt, our top priority is the safety of our students and staff. We are continually reviewing our policies to ensure we are taking the steps necessary to protect anyone who lawfully enters District property each day. To that end, the era in which the majority of adults grew up was vastly different from the world we raise our students in today. As a BOE, we have a vested interest in ensuring our policies guide our District as societal nuances change.

In the wake of February 14th, our District has been steadfast and transparent in our communication to the PCSD community regarding school safety, social-emotional supports in our schools, increased sheriff presence, and potential student demonstrations. We commend how our district, in particular Superintendent Pero, has approached receiving feedback from our parents, staff and most importantly, our students with respect to the aforementioned topics. PCSD has encouraged all stakeholder groups, with a particular emphasis on students, to offer suggestions on how to potentially work together to observe the lives lost on March 14th. It is our hope a student led observance will be respectful in honoring the victims in a safe, inclusive, apolitical and unified manner, while adhering to board policies.”

3. Motion was made by Mrs. Narotsky, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its February 12, 2018, meeting.

Vote: Unanimously carried

APPROVED:
MINUTES
2/12/18

4. 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 minutes of its February 27, 2018, meeting.

Vote: Unanimously carried

APPROVED:
MINUTES
2/27/18

5. Mrs. Meredith Graham, parent, noted that it is great news that the FDK bills are moving forward. Asked for reassurance that if funding is received, are we ready to go this fall? Mr. Pero said, yes we are ready to go with FDK if adequate funding is in the Governor’s budget.

6. Mrs. Baum reported out on her recent Albany trip, noting meetings were held with Senator Funke, Senator Robach, Assemblyman Morelle, and Jamie Frank, Assistant Secretary for Education and others. The news about the passage of the safety and common sense gun bills slightly overshadowed the budget, tax cap and FDK conversations.

7. Mr. Pero reported out on the Town/Village/School District Leadership Team meeting today highlighting the following Town activities: options for a green energy plan where public support will be needed is being considered; there is the possibility of replacing street lamps with LED lights; pressure has been put on for moving along with the East Avenue sidewalk project; and the Spiegel Center renovations are underway. The Village noted that paving will be taking place on Sutherland Street, South Street and Jefferson Road; a consultant has been hired for zoning and moratorium work; and the huge Copper Beach tree between Thirsty's and Pontillo's is diseased beyond repair and a new design for that area will be underway.

8. It was announced that an additional Budget Work Session will take place on March 26 at 6:00 p.m.

9. Mr. Kenney finished the undistributed budget presentation at this time.

10. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Professional Staff Report:
Vote: Unanimously carried

APPROVED:
PROFESSIONAL
STAFF REPORT

A. Appointment – Teacher

Name: Emily Contino
Position: MCE Grade 1
Type of Position: Regular Sub
Tenure Area: Elementary
Probationary Period: N/A
Certification: Initial
Salary: \$45,528
Effective Date: February 16, 2018 – June 30, 2018

B. Resignation – Teacher

Renee Zegarelli

C. Coaching Appointments - REVISED

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

11. Motion was made by Mrs. Narotsky, seconded by Mrs. Baum 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

RETIREMENTS

<u>CLERICAL</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Marjorie Shalvoy	Off Clk 3	MHS	13 yrs	6/23/18

APPOINTMENTS

<u>CLERICAL</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Barbara Maltese	Off Clk 3	MHS	7.5/day	3/12/18	\$21,263

RESIGNATIONS

<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Pamela Revard	Bus Attend.	BG	2.5 yrs	3/9/18

12. Mr. Leone noted the first reading of a tenure recommendation which will be brought back for action at the next Board meeting.

13. Mr. Leone gave a brief update on the Mendon High School principal search noting that the large group committee was charged with doing interviews with several candidates. The group has identified the finalists and will be sending forth a strong group to be interviewed by Mr. Pero. Site visits and staff presentations will take place after that. Mr. Leone noted that there was a good national presence of applicants.

14. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves calling an Executive Session for the purpose of discussing the employment of a particular person where no official business will take place.

APPROVED:
EXECUTIVE
SESSION

Vote: Unanimously carried

15. Mr. Pero noted the first reading of Policy #3185 – Website Accessibility, which will go before the Board for action at its next meeting.

16. Mr. Pero summarized activities that have and are taking place with regard to the National School Walkout on March 14 created by the Women’s March Youth Empower Team. He emphasized that it is disheartening and unfair to assume that students who sign up for a walkout have the experience to organize an event during school hours when there is much to consider; most importantly student safety, which is Superintendent Pero’s number one priority. Also noted is the importance of considering all students’ feelings about participating or not participating and whether or not to walkout. Mr. Pero said he has had many phone calls and emails about this and has met with leaders, parents, students, administrators and staff. The plan at this time is for elementary students to have a typical day; middle schools will remember the 17 students with 17 acts of kindness; Mendon High School students, who wish, will be allowed to walkout during third period passing; Sutherland High School students will be meeting for 17 minutes in the auditorium after third period if they choose to. This is an authentic experience for students and the hope is that they feel comfortable doing what they plan to do. Any student who wishes to walkout must have parental permission and sign out and back in. Staff will not be walking out. Parking lots will be closed during the walkout time and there will be police and security staff present. Mr. Pero has sent letters to parents and created a video message to students. A message will come out from both high school principals as well.

Mr. Pero said that this experience will more than likely lead the District to creating appropriate new policies and procedures regarding walkouts and the like. Mrs. Thomas thanked Mr. Pero for all the work done with regard to March 14.

17. Motion was made by Mrs. Narotsky, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:

APPROVED:
CONSENT
AGENDA

Vote: Unanimously carried

Bid award:

Disposal of School District Outdated Textbooks

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

Sub-Committee on Special Education: Annual Reviews, Reevaluation Reviews.

Committee on Preschool Special Education: Annual Review, Initial Eligibility Determination Meetings, Reevaluation Reviews.

Policy Approval:

#3185 – Website Accessibility

64.

18. Mrs. Susan Gould, parent, thanked Mr. Pero for work done on the walkout and asked Mrs. Baum how to access information about the recent bills that were passed. Mrs. Gould also asked about early learner funding, Urban Suburban enrollment, the reentry to school for students who choose to participate in the walk out and the possibility of a student/parent forum.

Mary Sue Dehn, parent, asked for clarification about SHS choices for the walkout.

Mrs. Becky Cincebox, parent, thanked everyone for their work on the walkout and asked about the process of the day at MHS during the walkout.

Mrs. Cheryl Rohrer, thanked Mr. Pero for this work on the walkout and referred to the Woman's organization and possible political implications.

Mrs. Vicki Booth, parent, thanked Mr. Pero for his letter regarding the walkout, noted her appreciation for bringing students into conversations and asked about speaker topics at MHS.

Mrs. Kendra Evans, parent, thanked Mr. Pero for including students in conversations and noted that it is good to be taking a civic approach and also putting a process in place for this kind of activity.

19. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves recessing its Regular Meeting to enter into an Executive Session at 8:43 p.m.

APPROVED:
RECESS

Vote: Unanimously carried

20. Motion was made by Mr. Aroesty, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session and Regular Meeting at 9:06 p.m.

APPROVED:
ADJOURNMENT

Vote: Unanimously carried

Respectfully submitted,



Veronica M. Walker
School District Clerk

PITTSFORD CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
February 28, 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 February 28, 2018.

GENERAL FUND

- The District received from NYS the 2017 4th quarter sales tax payment of \$1,411,015 (see page 3).
- The District received from Monroe #1 BOCES a state aid payment of \$585,883 (see page 3).

SCHOOL LUNCH FUND

- The school lunch program had net operations of (\$27,374) for the month of February (see page 6).

TRUST & AGENCY FUND

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

SPECIAL AID FUND

- Activity was normal for the month of February. The District received SED Approval for Title III Immigrant. An amendment for Title I has been submitted and is awaiting approval (See page 11).

CAPITAL, DEBT AND RESERVE FUNDS

- Capital and Debt Service Funds have an unencumbered balance of \$3,359,916 (see page 13).
- Reserve fund balances total \$28,324,891 (see page 13).

Respectfully submitted,


Leeanne G. Reister
Director of Finance

PITTSFORD CENTRAL SCHOOLS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
February 28, 2018

GENERAL FUND

	1/31/2018 Balance	Receipts	Disbursements	2/28/2018 Balance
Cash in Banks - Checking	\$ 12,116,810.14	\$ 2,534,075.88	\$ 11,318,976.10	\$ 3,331,909.92
Money Market Account-Chase	385,426.59	44.25	-	385,470.84
Money Market Account- Key	1,796,952.82	137.86	-	1,797,090.68
Money Market Account- M & T	4,538,316.21	348.16	-	4,538,664.37
Money Market Account- CNB	500,194.00	30.70	-	500,224.70
Chase Purchasing Card	208,722.19	-	208,722.19	-
Investments (See Schedule)	37,055,631.25	9,605.63	-	37,065,236.88
	\$ 56,602,053.20	\$ 2,544,242.48	\$ 11,527,698.29	\$ 47,618,597.39

RESERVES

	1/31/2018 Balance	Receipts	Disbursements	2/28/2018 Balance
Unemployment Reserve (Checking)	\$ 392,831.34	\$ 45.10	\$ -	\$ 392,876.44
Workers' Compensation Reserve	180,251.87	20.69	-	180,272.56
Reserve for Tax Certiorari (Checking)	739,065.88	84.84	-	739,150.72
Employee Retirement Contribution	2,005,011.57	230.18	-	2,005,241.75
Reserve for Liability (Checking)	1,685,822.22	193.53	-	1,686,015.75
Insurance Reserve (Checking)	1,221,603.21	140.24	-	1,221,743.45
Capital Reserve	14,108,361.72	1,178.76	-	14,109,540.48
Bus Purchase Reserve	5,137,699.36	594.63	-	5,138,293.99
Employee Benefit Reserve	2,061,405.30	236.65	-	2,061,641.95
Instructional Technology Capital Reserve	1,502,941.36	172.54	-	1,503,113.90
Investments (See Schedule)	-	-	-	-
	\$ 29,034,993.83	\$ 2,897.16	\$ -	\$ 29,037,890.99

SCHOOL LUNCH FUND

	1/31/2018 Balance	Receipts	Disbursements	2/28/2018 Balance
Cash in Banks - Checking	\$ 448,327.91	\$ 148,852.79	\$ 162,488.49	\$ 434,692.21
Money Market Account-Chase	207,539.66	23.83	-	207,563.49
	\$ 655,867.57	\$ 148,876.62	\$ 162,488.49	\$ 642,255.70

CAPITAL FUND

	1/31/2018 Balance	Receipts	Disbursements	2/28/2018 Balance
Cash in Banks - Checking	\$ 80,490.83	\$ 1.12	\$ 23,025.00	\$ 57,466.95
Capital-Dec 2012 Proposition-Reserve	-	-	-	-
Capital-Dec 2012 Proposition-BAN	2,682,723.95	29,565,135.19	29,632,652.10	2,615,207.04
Bus Purchase Reserve -Capital	42,000.24	-	-	42,000.24
	\$ 2,805,215.02	\$ 29,565,136.31	\$ 29,655,677.10	\$ 2,714,674.23

SPECIAL AID FUND

	1/31/2018 Balance	Receipts	Disbursements	2/28/2018 Balance
Cash in Banks - Checking	\$ 259,555.56	\$ 344,558.12	\$ 173,890.34	\$ 430,223.34
Money Market Account-Chase	-	-	-	-
	\$ 259,555.56	\$ 344,558.12	\$ 173,890.34	\$ 430,223.34

PITTSFORD CENTRAL SCHOOLS
INVESTMENT SCHEDULES

As of February 28, 2018

GENERAL FUND

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
1/5/2018	3/6/2018	Chase	20,032,368.56	1.14%	60	37,540.11
2/9/2018	4/10/2018	Chase	10,032,868.32	1.31%	60	21,254.81
10/12/2017	4/10/2018	Chase	5,000,000.00	1.04%	180	25,643.84
10/12/2017	4/10/2018	CNB	2,000,000.00	0.20%	180	1,972.60
			<u>37,065,236.88</u>			<u>86,411.36</u>

Our current interest rates are as follows:

JP Morgan Chase Checking	0.07% -0.15%
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.

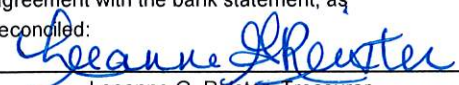
PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2018
General Fund Accounts (Checking and Money Market)

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			<u>19,337,699.76</u>
	Receipts:			
	Taxes & Tax Items			
	Non Property Taxes	1,411,015.02		
	Local Revenues	412,082.12		
	State Aid (Lottery, Medicaid & Star Aid)	124,171.73		
	Monroe #1 BOCES	585,882.75		
	Interest	1,485.23		
	Transfer - CD			
	Transfer - Debt Service			
	Transfer - School Lunch Fund DT/DF			
	Net Transfers			
	Total Receipts:			<u>2,534,636.85</u>
	Disbursements:			
	EFT/Wire Transfers		65,395.08	
	Check # 247411-247781		3,665,162.13	
	ACH Check# 000014-000018		1,091.59	
	Payroll Funding		5,651,058.47	
	Void Checks		(7,415.50)	
	Transfer to Health Fund		808.00	
	Transfer to Debt Service (Re: EPC)		219,273.50	
	Transfer to Capital (Re: BAN)		1,723,602.83	
	Total Disbursements:			<u>(11,318,976.10)</u>
28-Feb	ENDING BALANCE	<u>\$ 2,534,636.85</u>	<u>\$ 11,318,976.10</u>	<u>10,553,360.51</u>

BANK RECONCILIATION

BALANCE PER BANK:	10,599,230.22
ADD:	
NSF Payments	140.00
Outstanding Deposit	114,183.50
Outstanding Transfer from Payroll	7,982.90
SUBTRACT:	
Outstanding Checks	(39,460.99)
Outstanding Transfer to Special Aid	(128,715.12)
ADJUSTED BANK BALANCE	<u>10,553,360.51</u>
BALANCE PER BOOKS	<u>10,553,360.51</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

February 28, 2018

DESCRIPTION	BUDGETED REVENUES WITH ADJUSTMENTS	REV. REC'D 2/28/2018	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	90,497,962.62	-	88,300,267.12	90,497,962.62	-
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	-	-	515.00	-
County Sales Tax	5,110,000.00	1,411,015.02	2,912,047.16	5,110,000.00	-
Textbook Charges	600.00	-	115.00	600.00	-
Tuition - Individuals	-	-	-	-	-
Other Student Charges	15,000.00	-	233.59	15,000.00	-
Admissions	12,975.00	1,474.00	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	-	-	220,346.00	-
Interest Earned on Investments	45,000.00	11,243.08	102,759.55	102,759.55	57,760
Rental of Real Property	80,000.00	2,632.50	40,018.33	80,000.00	-
Rental of Real Property, BOCES	-	-	-	-	-
Rental of Buses	-	-	4,415.84	4,415.84	4,416
Commissions	-	-	-	-	-
Forfeiture of Deposits	-	-	-	-	-
Sale of Scrap and Excess Materials	-	-	2,897.80	2,897.80	2,898
Sale of Instructional Materials - Textbooks	-	-	524.50	524.50	525
Sale of Equipment	-	-	98,111.00	98,111.00	98,111
Insurance Recoveries	40,000.00	4,036.00	46,090.24	46,090.24	6,090
Other Compensation for Loss	2,200.00	39.88	689.91	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	1.26	8,845.49	60,000.00	-
Gifts and Donations	15,000.00	650.00	39,501.55	39,501.55	24,502
Unclassified Revenues	75,000.00	5,130.82	127,501.55	127,501.55	52,502
State Aid - General Operating/Foundation Aid	6,849,538.11	-	5,205,059.00	6,849,538.11	-
State Aid - Excess Cost	938,305.00	-	733,030.00	938,305.00	-
State Aid - Building Aid	6,500,330.00	-	-	6,500,330.00	-
State Aid - Lottery Aid	4,386,249.09	-	4,386,249.09	4,386,249.09	-
State Aid - Lottery Grant	703,639.80	124,171.73	703,639.80	703,639.80	-
State Aid - Commercial Gaming Grant	-	-	-	-	-
State Aid - BOCES	2,632,896.00	585,882.75	585,882.75	2,632,896.00	-
State Aid - Textbooks	364,936.00	-	-	364,936.00	-
State Aid - Software Aid	97,385.00	-	-	97,385.00	-
State Aid - Hardware Aid	87,000.00	-	-	87,000.00	-
State Aid - Library Mat. Aid	40,631.00	-	-	40,631.00	-
State Aid - Other Bullet Aid	50,000.00	-	50,000.00	50,000.00	-
State Aid - Other Charter School CSBT	1,750.00	-	1,750.00	1,750.00	-
State Aid - Other Urban Suburban	1,071,629.00	-	-	1,071,629.00	-
Medicaid Assistance	40,000.00	-	40,448.90	40,448.90	449
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	-	-	40,000.00	-
Appropriated Reserve: Bus Purchase Reserve	-	-	-	-	-
TOTALS:	\$ 131,895,739.03	\$ 2,146,277.04	\$ 111,708,065.57	\$ 132,727,553.68	\$ 831,814.65

PITTSFORD CENTRAL SCHOOLS

GENERAL FUND

Schedule of Appropriated Expenses
February 28, 2018

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
School Operations						
Elementary Schools	17,306,310.00	123,555.65	17,429,865.65	9,230,118.82	6,992,357.68	1,207,389.15
Middle School	13,729,601.00	13,375.78	13,742,976.78	7,325,202.71	5,466,044.87	951,729.20
High School	19,296,582.00	160,718.09	19,457,300.09	10,419,224.52	7,229,244.73	1,808,830.84
Total School Operations	50,332,493.00	297,649.52	50,630,142.52	28,974,546.05	19,687,647.28	3,967,949.19
Central Student Programs & Services						
Special Education Office	453,566.00	(9,611.46)	443,954.54	213,354.50	104,585.47	126,014.57
Special Education Services	1,220,009.00	121.20	1,220,130.20	641,095.72	529,374.25	49,660.23
Out of District Spec. Ed Programs	6,305,348.00	494,187.85	6,799,535.85	3,809,879.07	2,487,110.85	502,545.93
Special Services	633,483.00	-	633,483.00	328,574.05	212,675.20	92,233.75
Summer Programs	24,000.00	-	24,000.00	16,011.50	7,988.50	0.00
Non Public Services	481,666.00	50,046.76	531,712.76	92,213.70	319,844.90	119,654.16
BOCES	441,011.00	(91,984.00)	349,027.00	258,210.82	51,789.18	39,027.00
Total Central Programs & Services	9,559,083.00	442,760.35	10,001,843.35	5,359,339.36	3,713,368.35	929,135.64
Instructional Services						
Curriculum & Instruction Services	645,693.00	76,120.45	721,813.45	499,212.16	144,028.66	78,572.63
Standards of Performance	504,652.00	-	504,652.00	231,024.77	167,842.78	105,784.45
Pupil Services Office	288,905.00	1,350.64	290,255.64	172,911.04	84,053.99	33,290.61
Instructional Technology Services	1,627,688.00	105,788.84	1,733,476.84	928,502.26	432,392.35	372,582.23
Professional Development Services	234,942.00	17,331.08	252,273.08	158,225.23	81,501.91	12,545.94
Data Team	391,536.00	1,473.31	393,009.31	264,102.03	125,002.54	3,904.74
Total Instructional Services	3,693,416.00	202,064.32	3,895,480.32	2,253,977.49	1,034,822.23	606,880.60
Support Services						
Finance Services	904,134.00	5,229.63	909,363.63	577,130.09	261,299.20	70,934.34
Personnel Services	379,993.00	4,697.19	384,690.19	230,303.74	102,179.84	52,206.61
Public Information Services	299,901.00	(1,377.75)	298,523.25	142,647.06	75,263.55	80,612.64
Operations and Maintenance	7,835,999.00	907,364.86	8,743,363.86	4,524,658.17	2,848,086.01	1,370,619.68
Printing and Mailing Services	279,967.00	7,257.93	287,224.93	138,858.15	115,006.09	33,360.69
Support Services Technology	1,181,775.00	32,477.39	1,214,252.39	893,131.28	155,819.93	165,301.18
Transportation Services	4,468,320.00	74,069.38	4,542,389.38	2,338,103.06	1,616,739.51	587,546.81
Total Support Services	15,350,089.00	1,029,718.63	16,379,807.63	8,844,831.55	5,174,394.13	2,360,581.95
Central Administration						
Board of Education	65,984.00	937.28	66,921.28	44,578.86	8,202.40	14,140.02
Superintendent's Office	338,486.00	6,256.59	344,742.59	223,076.95	111,553.14	10,112.50
Total Central Administration	404,470.00	7,193.87	411,663.87	267,655.81	119,755.54	24,252.52
Undistributed Expenses						
Debt Service & Interfund Transfers	10,609,672.00	-	10,609,672.00	8,727,210.83	1,449,611.00	432,850.17
Insurance & Fees	1,711,275.00	23,493.93	1,734,768.93	1,187,075.59	366,854.01	180,839.33
Employee Benefits	38,404,020.00	(171,659.59)	38,232,360.41	23,036,533.86	11,378,645.71	3,817,180.84
Total Undistributed Expenses	50,724,967.00	(148,165.66)	50,576,801.34	32,950,820.28	13,195,110.72	4,430,870.34
TOTAL	130,064,518.00	1,831,221.03	131,895,739.03	76,651,170.54	42,925,098.25	12,319,470.24
Transfers and Adjustments Detail:						
Prior Year Encumbrances		1,831,221.03				
Total Transfers and Adjustments		1,831,221.03				

PITTSFORD CENTRAL SCHOOLS
SCHOOL LUNCH FUND
 Monthly Operating Report
 February 28, 2018

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

TYPE A SALES	\$ 58,482.75	\$ 57,587.50	\$ 413,603.25	\$ 423,086.75
OTHER CAFETERIA SALES	99,004.66	86,426.31	\$ 670,252.94	606,040.80
REBATES	81.56	78.00	\$ 81.56	644.43
INTEREST INCOME	74.93	41.05	\$ 642.69	295.87
INSURANCE/OTHER COMP	-	-	\$ 324.00	-
MISCELLANEOUS INCOME	15.00	-	\$ 454.06	558.57
TOTAL REVENUES:	\$ 157,658.90	\$ 144,132.86	\$ 1,085,358.50	\$ 1,030,626.42

EXPENDITURES

SALARIES	\$ 67,458.91	\$ 63,094.75	\$ 406,143.62	\$ 392,452.07
EQUIPMENT	-	-	\$ -	34,237.02
CONTRACTUAL/BOCES	458.99	1,004.11	\$ 17,653.51	12,532.77
FOOD & MILK USED	55,497.35	52,984.60	\$ 377,082.05	385,262.66
REPAIRS	423.63	2,089.63	\$ 10,615.32	9,166.38
TRAVEL/MILEAGE	52.98	-	\$ 486.42	546.28
SUPPLIES	3,169.06	4,438.27	\$ 27,394.49	27,934.85
BENEFITS	57,971.89	36,077.71	\$ 264,419.61	256,814.21
TOTAL EXPENDITURES:	\$ 185,032.81	\$ 159,689.07	\$ 1,103,795.02	\$ 1,118,946.24

NET OPERATIONS: \$ (27,373.91) \$ (15,556.21) \$ (18,436.52) \$ (88,319.82)

OTHER ITEMS AFFECTING FUND BALANCE

Cumulative Change in Surplus Food Inventory	\$	-	\$	(318.20)
Cumulative Change in Reserve for Supplies Inventory	\$	1,204.35	\$	2,363.91
 Change in Fund Balance:				
			(17,232.17)	(86,274.11)
 Fund Balance at July 1	\$	443,215.85	\$	498,705.03
Fund Balance to date	\$	425,983.68	\$	412,430.92

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

Loss of State Aid (National Lunch & Breakfast Program)	\$13,220	Free & Reduced Paid
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**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2018**

School Lunch Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			<u>\$ 655,867.57</u>
	Receipts:			
	Daily Deposits	35,023.37		
	Prepays- School Lunch Office	960.00		
	Prepaid- via NutriKids/Heartland	111,108.11		
	Other Sales-Vending	1,241.40		
	Catering	387.25		
	Miscellaneous	81.56		
	Interest	74.93		
	Net Transfers			
	Total Receipts:			<u>148,876.62</u>
	Disbursements:			
	EFT/Wire Transfers			
	Check # 202203-202230		90,241.90	
	Payroll Funding		72,246.59	
	Void Checks			
	Transfer to Trust & Agency re: Sales Tax			
	Transfer to General re: DT/DF		-	
	Total Disbursements:			<u>(162,488.49)</u>
28-Feb	ENDING BALANCE	<u>\$ 148,876.62</u>	<u>\$ 162,488.49</u>	<u>642,255.70</u>

BANK RECONCILIATION	
BALANCE PER BANK:	630,858.98
ADD: Outstanding Deposits	11,656.25
NSF Checks	6.00
SUBTRACT:	
Outstanding Checks	(265.53)
ADJUSTED BANK BALANCE	<u>642,255.70</u>
BALANCE PER BOOKS	<u>642,255.70</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
TRUST & AGENCY
February 28, 2018**

	1/31/2018			2/28/2018
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Private Purpose Funds (Scholarships)	72,734.29	428.30	1,915.34	71,247.25
Special Revenue Funds (Local Grants/Donations)	11,045.73	1.28	-	11,047.01
Consolidated Payroll	-	3,619,841.68	3,619,841.68	-
Net 1099R Distributions	-	-	-	-
NYS Employee Retirement	-	25,836.03	25,836.03	-
Income Protection (LTD)	-	13,358.74	13,358.74	-
Hospital Insurance	-	207,625.41	207,625.41	-
AFLAC	-	1,429.66	1,429.66	-
NYS Income Tax	-	229,493.44	229,493.44	-
Federal Income Tax	-	478,845.64	478,845.64	-
Federal Income Tax-1099R	-	-	-	-
Earned Income Credit	-	-	-	-
Income Execution	-	11,162.79	11,162.79	-
Association Dues	-	76,716.58	76,716.58	-
Social Security	-	796,048.24	796,048.24	-
Teacher Loans	-	18,385.00	18,385.00	-
Tax Sheltered Annuities	450.00	299,871.71	299,871.71	450.00
Bid Deposits	-	-	-	-
Other Liabilities	-	-	-	-
United Way	-	2,535.94	2,535.94	-
Life Insurance	-	7,916.50	7,916.50	-
Flex Benefits-Medical Exp.	(16,255.85)	46,355.80	38,638.70	(8,538.75)
Flex Benefits-Dependent Care	47,456.75	34,307.68	32,049.34	49,715.09
Flex Benefits-Management Fee	614.23	128.32	172.16	570.39
529 College Savings	-	-	-	-
Sales Tax	-	-	-	-
Accounts Receivable	-	-	-	-
Due from Other Funds	-	5,829,378.72	5,829,378.72	-
Due to Other Funds	501.92	152.22	-	654.14
Health Fund Reserve	2,079,761.90	1,038.00	58,126.60	2,022,673.30
TOTALS:	\$ 2,196,308.97	\$ 11,700,857.68	\$ 11,749,348.22	\$ 2,147,818.43

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

Trust & Agency Accounts

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			<u>\$ 2,112,528.95</u>
	Receipts:			
	Payroll Funding	5,829,378.72		
	FSA Deductions	40,395.90		
	General Fund- Health Fund Contribution	808.00		
	Miscellaneous	84.54		
	Interest	382.22		
	Net Transfers	1,504,387.32		
	Total Receipts:			<u>7,375,436.70</u>
	Disbursements:			
	EFT/Wire Transfers-Taxes		1,504,387.32	
	EFT Withdrawals (FSA/Health Fund Accounts)		88,590.90	
	EFT/Wire Transfers (Omni, NYS ERS & NYS Sales Tax)		325,707.74	
	Payroll Checks # 233200-233432		496,770.16	
	Direct Deposits (D282954-D285460)		3,502,598.04	
	Void Checks		-	
	Transfer FSA Surplus 2016-17 to General Fund		-	
	Net Transfers		1,504,387.32	
	Total Disbursements:			<u>(7,422,441.48)</u>
28-Feb	ENDING BALANCE	<u>\$ 7,375,436.70</u>	<u>\$ 7,422,441.48</u>	<u>2,065,524.17</u>

BANK RECONCILIATION

BALANCE PER BANK	2,350,866.44
ADD:	
Deposit in Transit	20,197.95
SUBTRACT:	
Outstanding Checks	(288,359.29)
Benefit Resources - Current Month's transactions taken Next Month	(9,198.03)
Outstanding Transfer to General Fund	(7,982.90)
ADJUSTED BANK BALANCE	<u>2,065,524.17</u>
BALANCE PER BOOKS	<u>2,065,524.17</u>

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



Lianne G. Reister, Treasurer

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

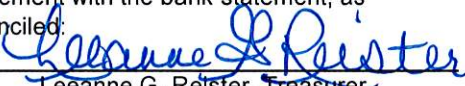
Veronica M. Walker, School District Clerk

**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2018
Private Purpose Trusts and Special Revenue Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			<u>\$ 83,780.02</u>
	Receipts:			
	Miscellaneous -Dividend & Local Money	420.00		
	Interest	9.58		
	Net Transfers			
	Total Receipts:			<u>429.58</u>
	Disbursements:			
	Checks 200494-200498		1,915.34	
	Void Checks			
	Net Transfers			
	Total Disbursements:			<u>(1,915.34)</u>
28-Feb	ENDING BALANCE	<u>\$ 429.58</u>	<u>\$ 1,915.34</u>	<u>82,294.26</u>

BANK RECONCILIATION

BALANCE PER BANK:	82,294.26
ADD:	
SUBTRACT:	
Outstanding Checks	
ADJUSTED BANK BALANCE	<u>82,294.26</u>
BALANCE PER BOOKS	<u>82,294.26</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
SPECIAL AID FUNDS
SCHEDULE OF APPROPRIATED EXPENSE
February 28, 2018

DESCRIPTION	ORIGINAL 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	83,565.04	3,954.77	66,638.08	
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)	-	-	5,789.00	-	(5,789.00)	
IDEA 611 17/18 (07/01/17-06/30/18) Covers special education expenditures	1,356,294.00	-	668,324.06	564,199.97	123,769.97	Special Education
IDEA 619 17/18 (07/01/17-06/30/18) Covers pre-school educational expenses.	30,471.00	-	11,999.28	17,472.17	999.55	Special Education
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) Provides program additions at qualifying schools to support students at risk of not passing the required state assessments.	187,459.00	-	102,527.58	87,474.51	(2,543.09)	
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) Enhances Teacher/Principal training and recruitment.	101,378.00	-	21,293.88	28,959.23	51,124.89	
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) Provides language instructional education programs to assist Limited English Proficient (LEP) students achieve standards	16,593.00	-	1,470.61	3,590.81	11,531.58	
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) Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards	25,515.00	-	-	3,000.00	22,515.00	
TITLE III Newcomer GRANT 16/17 (09/01/16-08/31/17) Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards	19,990.00	-	19,142.87	-	847.13	Student Services
TEACHER CENTER GRANT 2017-18 Provides staff development opportunities for teachers.	61,580.00	-	48,366.14	959.09	12,254.77	Teacher Center
SPECIAL ED SUMMER PROGRAMS 4408 Payments for tuition to BOCES and outside providers of summer special education programs.	380,000.00	-	370,711.26	5,345.40	3,943.34	Special Education
SPECIAL ED SUMMER PROGRAM-In District Expenses for staff and materials for state approved in-district special education summer program.	360,000.00	-	354,274.30	-	5,725.70	Special Education
SPECIAL ED SUMMER PROGRAM-Related Services Payments to outside providers and staff for related services during July and August.	18,000.00	-	9,974.89	-	8,025.11	Special Education
SCHOOL LIBRARY SYSTEM GRANT 2017-18 Mini grants through BOCES for School Library Media Specialists.	3,025.00	-	3,025.00	-	-	Various Schools
STATE SUPPORTED SCHOOLS 4201 Schools for the Blind and Deaf	100,000.00	-	26,487.45	19,505.00	54,007.55	Spec Ed/Business Office
TOTALS :	3,536,657.14	477,867.81	1,821,863.02	734,460.95	502,465.36	

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

Special Aid Funds

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			\$ 259,555.56
	Receipts:			
	Local Revenues	250.00		
	State Aid/Federal Aid	344,308.12		
	Transfer from General (20% funding)			
	Transfer from General DT/DF			
	Transfer to Special Aid Fund: write offs			
	Net Transfers			
	<u>Total Receipts:</u>			<u>344,558.12</u>
	Disbursements:			
	EFT/Wire Transfers			
	Check # 204681-204696		68,435.65	
	Transfer to General Fund re: DT/DF			
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		105,454.69	
	Transfer to Trust & Agency re: Sales Tax			
	<u>Total Disbursements:</u>			<u>(173,890.34)</u>
28-Feb	ENDING BALANCE	<u>\$ 344,558.12</u>	<u>\$ 173,890.34</u>	<u>430,223.34</u>

BANK RECONCILIATION

BALANCE PER BANK:	308,138.71
ADD: NSF Check	
Interfund Transfer from General Fund	128,715.12
SUBTRACT:	
Outstanding Checks	(6,630.49)
Outstanding Payment Center Fees	
ADJUSTED BANK BALANCE	<u>430,223.34</u>
BALANCE PER BOOKS	<u>430,223.34</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

Capital & Debt Service SCHEDULE OF APPROPRIATED EXPENSE February 28, 2018

DESCRIPTION	PRIOR YEAR APPROPRIATIONS	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	57,568.00	66,590.00	117,965.50
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	1,612,832.57	1,219,859.15	2,230,749.76
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	45,588,147.00	37,916,720.21	3,023,062.14	1,286,449.15	3,359,915.50
Debt Service	8,199,069.00	-	7,001,408.00	1,197,661.00	-
TOTALS :	53,785,216.00	37,916,720.21	10,024,470.14	2,484,110.15	3,359,915.50

RESERVE BALANCES February 28, 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		5,203.06		5,138,293.99
Capital Reserve	14,100,038.29		9,502.19		14,109,540.48
Instructional Technology Capital Reserve	1,501,617.17		1,496.73		1,503,113.90
Insurance Reserve	1,220,526.90		1,216.55		1,221,743.45
Unemployment Insurance Reserve	392,483.34	(40,000.00)	393.10		352,876.44
Reserve for Liability	1,684,336.91	(50,000.00)	1,678.84		1,636,015.75
Reserve for Tax Certiorari	738,414.73		735.99		739,150.72
Employee Benefit & Accrued Liability Reserve	2,059,919.34	(400,000.00)	1,722.61		1,661,641.95
Reserve for Retirement Contributions	2,003,404.21	(203,000.00)	1,837.54		1,802,241.75
Workers' Compensation Reserve	180,110.89	(20,000.00)	161.67		160,272.56
TOTALS :	29,013,942.71	(713,000.00)	23,948.28	-	28,324,890.99

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 FEBRUARY 2018**

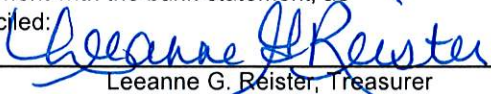
Capital

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			<u>\$ 2,805,215.02</u>
	Receipts:			
	Transfer from General Fund re: Due to/from	1,723,602.83		
	Transfer from General Fund re: Bus Purch. Reserve			
	BAN Proceeds	27,841,086.96		
	Interest	446.52		
	Net Transfers			
	<u>Total Receipts:</u>			<u>29,565,136.31</u>
	Disbursements:			
	EFT/Wire Transfers		29,483,602.83	
	Payroll Funding		618.97	
	Capital Checks-# 60092		23,025.00	
	Capital Checks-Dec 2012 Prop # 869			
	Capital Checks-Dec 2012 Prop BAN # 4280-4283		67,343.34	
	Bus Purchase Reserve Checks (200027)			
	Transfer to Debt Service (BAN Premium)		81,086.96	
	Net Transfers			
	<u>Total Disbursements:</u>			<u>(29,655,677.10)</u>
28-Feb	ENDING BALANCE			<u>\$ 2,714,674.23</u>

BANK RECONCILIATION

BALANCE PER BANK:	2,714,674.23
ADD: Outstanding Transfer	
SUBTRACT:	
Outstanding Checks	
Outstanding Transfer	
ADJUSTED BANK BALANCE	<u>2,714,674.23</u>
BALANCE PER BOOKS	<u>2,714,674.23</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 FEBRUARY 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-Jan	BEGINNING BALANCE			\$	8,285,991.39
	Receipts:				
	Transfer from General Fund				
	Interest - Reserve for Liability		193.53		
	Interest -Tax Certiorari		84.84		
	Interest- Unemployment Insurance		45.10		
	Interest- Employee Benefit & Accrued Liabilities		236.65		
	Interest- Employee Retirement Contribution		230.18		
	Interest- Workers' Compensation		20.69		
	Interest- Insurance Reserve		140.24		
	Total Receipts:				951.23
	Disbursements:				
	EFT Withdrawals				
	Transfer to General Fund				
	Total Disbursements:				-
28-Feb	ENDING BALANCE		\$ 951.23	\$ -	8,286,942.62

BANK RECONCILIATION

BALANCE PER BANK:	8,286,942.62
ADD:	
SUBTRACT:	
Outstanding Checks	
ADJUSTED BANK BALANCE	8,286,942.62
BALANCE PER BOOKS	8,286,942.62

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 FEBRUARY 2018
Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			<u>\$20,749,002.44</u>
	Receipts:			
	Interest - Bus Purchase Reserve	594.63		
	Interest - Capital Reserve	1,178.76		
	Interest - Capital IT Reserve	172.54		
	Transfer from General Fund	-		
	Total Receipts:			<u>1,945.93</u>
	Disbursements:			
	Transfer to Capital Fund			
	Total Disbursements:			<u>-</u>
28-Feb	ENDING BALANCE	<u>\$ 1,945.93</u>	<u>\$ -</u>	<u>20,750,948.37</u>

BANK RECONCILIATION

BALANCE PER BANK:	20,750,948.37
ADD:	-
SUBTRACT:	
Outstanding Checks	
ADJUSTED BANK BALANCE	<u>20,750,948.37</u>
BALANCE PER BOOKS	<u>20,750,948.37</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 FEBRUARY 2018**

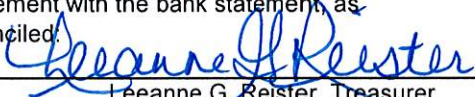
Debt Service Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			\$ 1,146,391.52
	Receipts:			
	Transfer from General Fund (per appropriations)	219,273.50		
	Transfer from Capital Fund (Assuming BAN Premium)	81,086.96		
	Interest	116.74		
	Net Transfers			
	Total Receipts:			300,477.20
	Disbursements:			
	Checks (001047)			
	Depository Trust Company (Wires)			
	Transfer to General Fund			
	Total Disbursements:			-
28-Feb	ENDING BALANCE	\$ 300,477.20	\$ -	1,446,868.72

BANK RECONCILIATION

BALANCE PER BANK:	1,446,868.72
ADD:	
Transfer from General Fund	
SUBTRACT:	
ADJUSTED BANK BALANCE	1,446,868.72
BALANCE PER BOOKS	1,446,868.72

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 FEBRUARY 2018**

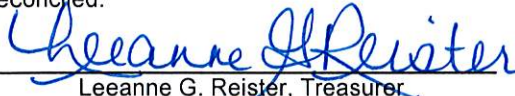
Zero Balance Accounts: Purchasing Card

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
31-Jan	BEGINNING BALANCE			<u>\$ 208,722.19</u>
	Receipts:			
	Transfer from General Fund			
	Total Receipts:			-
	Disbursements:			
	JP Morgan Chase Withdrawal		208,722.19	
	Total Disbursements:			<u>(208,722.19)</u>
28-Feb	ENDING BALANCE	<u>\$ -</u>	<u>\$ 208,722.19</u>	<u>-</u>

BANK RECONCILIATION

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

MONTHLY EXTRACLASSROOM ACTIVITY SUMMARY & RECONCILIATION February 28, 2018

SCHOOL	BEGINNING BALANCE 7/1/2017	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 1/31/2018
Allen Creek Elementary	2,229.03	565.93	759.87	2,035.09
Jefferson Road Elementary	1,667.23	1,572.75	2,102.57	1,137.41
Mendon Center Elementary	8,274.37	10,500.35	8,757.10	10,017.62
Park Road Elementary	4,844.89	5,693.74	6,885.01	3,453.62
Thornell Road Elementary	5,083.16	4,016.00	4,521.08	4,578.08
Barker Road Middle School	29,387.05	87,616.27	78,057.88	38,945.44
Calkins Road Middle School	62,895.28	58,885.05	47,716.25	74,064.08
Sutherland High School	62,707.29	63,746.97	52,525.49	73,928.77
Mendon High School	97,545.98	97,492.15	75,386.20	119,651.93
TOTALS :	274,434.28	330,089.21	276,711.45	327,812.04

BANK RECONCILIATION			
COMBINED BALANCES PER BANK:			338,730.96
ADD:	Outstanding Deposits / Bank Adjustments		
	NSF Checks		22.30
SUBTRACT:			
	Outstanding Checks		(10,941.22)
ADJUSTED BANK BALANCE			<u>327,812.04</u>
BALANCE PER BOOKS			<u>327,812.04</u>

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 02/01/2018 To: 02/28/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
02/02/2018	015214	TO MAKE FUNDS AVAILABLE FOR CULTURAL ARTS EVENT.				
			A231-2100-500 R	BR SchISuppt Supplies	-200.75	
			A231-2110-493 R	BRMS Young Aud-Cultural A		200.75
02/01/2018	015246	FUNDS FOR MCE'S MCSMA ELEM ALL COUNTY ORCHESTRA AND CHOIR.				
			A114-2110-468 R	MC Tch RegSch Membersl	-64.00	
			A114-2164-468 R	MC Music Instr Membership		32.00
			A114-2165-468 R	MC Music Vocal Membership		32.00
02/02/2018	015264	TO PROVIDE FUNDS FOR MILEAGE COSTS.				
			A232-2020-500 R	CR Supr RegSch Supplies	-250.00	
			A232-2020-466 R	CR Supr RegSch Mileage		250.00
02/02/2018	015285	TO PROVIDE FUNDS FOR SUPPLIES.				
			A232-2134-468 R	CR World Lang Membersh	-48.26	
			A232-2134-500 R	CR World Lang Supplies		48.26
02/05/2018	015336	TO COVER THE COST OF SUPPLIES.				
			A620-1430-465 R	PER Travel and Conferenc	-9.75	
			A620-1430-500 R	PER Supplies & Materials		9.75
02/09/2018	015353	To cover the cost for contractual services.				
			A117-2110-500 R	TR Tch RegSch Supplies	-61.00	
			A117-2100-400 R	TR SchISuppt Contr Svc		61.00
02/05/2018	015354	TO COVER THE COST OF TRAVEL AND CONFERENCE.				
			A341-2100-465 R	MHS SchISuppt Trav Conf	-300.00	
			A341-2020-465 R	MHS Supr RegSch Trav Conf		300.00
02/06/2018	015364	TO COVER THE COST OF SCIENCE RELATED TOURNAMENT FEES.				
			A340-2176-500 R	SHS Science Supplies	-175.00	
			A340-2176-400 R	SHS Science Contract Sv		175.00
02/05/2018	015369	To pay for restriping and refinishing MHS and SHS gym floors with Section V approved volleyball court striping.				
			A640-1622-418 R	OM Utilities Electricity	-74,120.00	
			A640-1620-400 R	OM Contracted Services.		74,120.00
02/05/2018	015372	To pay for repairs and refinishing of cafetorium stage floors at ACE, JRE and TRE.				
			A830-9060-800 R	BEN Hospital Medical	-15,137.00	
			A640-1620-400 R	OM Contracted Services		15,137.00

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 02/01/2018 To: 02/28/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
02/05/2018	015387	To pay for base finish for floor refinishing.	A830-9060-800 R	BEN Hospital Medical	-16,660.00	
			A640-1620-500 R	OM Supplies		16,660.00
02/06/2018	015468	To provide funds for purchase of flash drives for Counselors.	A511-2053-465 R	STD Counseling Trav & Cc	-49.00	
			A511-2053-500 R	STD Counseling Supplies		49.00
02/07/2018	015477	TO COVER MEAL REIMBURSEMENT FOR FREE/REDUCED MEALS.	A830-9060-800 R	BEN Hospital Medical	-9,253.50	
			A100-2100-500 R	ES Supplies & Materials		3,246.75
			A200-2100-500 R	Supplies & Materials		3,007.75
			A300-2100-500 R	Supplies & Materials		2,999.00
02/08/2018	015522	TO COVER INVOICES FOR EQUIPMENT REPAIR.	A200-2855-455 R	MS Athletics Equip Rpr	-550.00	
			A300-2855-455 R	HS Athletics Equip Rpr		550.00
02/08/2018	015687	TO FUND SCREENAGERS PROGRAM FUNDED BY PTSA DONATION.	A830-9060-800 R	BEN Hospital Medical	-650.00	
			A520-2830-400 R	PS Contracted Services		650.00
02/08/2018	015688	TO PROVIDE FUNDS FOR WL SUPPLIES.	A232-2134-468 R	CR World Lang Membersh	-201.74	
			A232-2134-500 R	CR World Lang Supplies		201.74
02/12/2018	015750	Transfer into music supplies to cover cost of needed part.	A115-2110-500 R	PR Tch RegSch Supplies	-33.45	
			A115-2164-500 R	PR Music Instr Supplies		33.45
02/12/2018	015784	FUNDS NEED TO BE ADDED TO COVER EQUIPMENT REPAIR.	A200-2855-455 R	MS Athletics Equip Rpr	-700.00	
			A300-2855-455 R	HS Athletics Equip Rpr		700.00
02/12/2018	015794	To pay for school improvement costs through BOCES.	A830-9060-800 R	BEN Hospital Medical	-6,085.00	
			A510-2010-490 R	CURINS BOCES Services		6,085.00
02/12/2018	016206	To provide funds for office supplies.	A620-1430-465 R	PER Travel and Conferenc	-379.72	
			A620-1430-500 R	PER Supplies & Materials		379.72

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 02/01/2018 To: 02/28/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
02/12/2018	016232	Moving funds to cover cost of Social Studies Conference in Albany.	A511-2082-468 R	STD SocStudies Membersh	-50.00	
			A511-2082-500 R	STD SocStudies Supplies	-110.00	
			A511-2082-465 R	STD SocStudies Trav Conf		160.00
02/21/2018	016402	To provide funds for bus parts	A670-5510-400 R	TRN Contracted Services	-30,000.00	
			A670-5510-500 R	TRN Supplies & Materials		30,000.00
02/21/2018	016453	TO PROVIDE FUNDS FOR TONER ORDER.	A232-2100-506 R	CRMS Schl Suppt Copy Pr	-1,009.58	
			A232-2100-505 R	CRMS Schl Suppt Prnt Cart		1,009.58
02/21/2018	016461	Transfer from mileage to travel & conference to cover expenses.	A550-2060-466 R	DAT Mileage	-173.01	
			A550-2060-465 R	DAT Travel and Conference		173.01
02/21/2018	016513	Transfer funds from Special Education Supplies to Special Education Speech Supplies.	A410-2251-500 R	SpEd Office Supplies	-37.40	
			A420-2255-500 R	SpEd Sv Speech Supplies		37.40
02/22/2018	016524	TO PROVIDE FUND FOR FREIGHT CHARGE ON PRINT CARTRIDGES.	A232-2100-506 R	CRMS Schl Suppt Copy Pr	-8.50	
			A232-2100-505 R	CRMS Schl Suppt Prnt Cart		8.50
02/22/2018	016525	TO PROVIDE FUNDS FOR SUPPLIES.	A232-2134-421 R	CR World Lang Meeting Ex	-250.00	
			A232-2143-500 R	CR HomeCar Supplies		250.00
02/22/2018	016562	TO PAY FOR MEDICAID REVALIDATION FEE.	A830-9060-800 R	BEN Hospital Medical	-459.00	
			A410-2251-400 R	SpEd Office Contractual		459.00
02/23/2018	016590	TRANSFER FUNDS FROM SCHOOL SUPPORT TO CULTURAL ARTS BOCES.	A341-2100-500 R	MHS SchISuppt Supplies	-143.75	
			A341-2110-493 R	MHS Young Aud-Cultural Ar		143.75
02/26/2018	016597	TO PROVIDE FUNDS FOR IC WORKSHOP.	A232-2100-465 R	CR SchISuppt Trav Conf	-25.12	
			A232-2100-490 R	CR SchISuppt BOCES		25.12
02/27/2018	016602	TO MAKE FUNDS AVAILBLE FOR IC MASTER SCHEDULING WORKSHOP.	A231-2100-465 R	BR SchISuppt Trav Conf	-26.00	
			A231-2100-490 R	BR SchISuppt BOCES		26.00

PITTSFORD CENTRAL SCHOOL DISTRICT
 Budgetary Transfer Report
 Current Appropriation - Effective From: 02/01/2018 To: 02/28/2018
 Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
02/26/2018	016673	To cover the cost of supplis.	A341-2100-500 R	MHS SchISuppt Supplies	-750.68	
			A640-1620-500 R	OM Supplies		750.68
02/28/2018	016720	TRANSFER FUNDS TO COVER THE COST OF SUPPLIES.	A341-2100-500 R	MHS SchISuppt Supplies	-7.96	
			A341-2020-500 R	MHS Supr RegSch Supplies		7.96
02/28/2018	016878	To correct negative budget accounts.	A100-2100-173 R	ES SchISuppt OT/Extra hrs	-228.37	
			A100-2110-121 R	ES Tch RegSch 1-3	-28,682.72	
			A200-2100-173 R	MS SchISuppt OT/Extra hrs	-167.49	
			A200-2158-131 R	MS Math Tchr Salary	-2,229.40	
			A200-2250-131 R	MS SpEd Tchr Salary	-967.50	
			A300-2100-173 R	HS SchISuppt OT/Extra hrs	-806.20	
			A300-2176-131 R	HS Science Tchr Salary	-4,476.42	
			A100-2110-121 R	ES Tch RegSch 1-3		28,682.72
			A100-2250-121 R	ES SpEd Tchr Salary		967.50
			A112-2100-173 R	AC SchISuppt OT/Extra hrs		40.78
			A113-2100-173 R	JR SchISuppt OT/Extra hrs		31.30
			A114-2100-173 R	MC SchISuppt OT/Extra hrs		7.73
			A115-2100-173 R	PR SchISuppt OT/Extra hrs		80.07
			A117-2100-173 R	TR SchISuppt OT/Extra hrs		68.49
			A200-2113-131 R	MS Art Teacher Salary		2,229.40
			A231-2100-173 R	BR SchISuppt OT/Extra hrs		160.83
			A232-2100-173 R	CR SchISuppt OT/Extra hrs		6.66
			A300-2182-131 R	HS SocStudies Tchr Sal		4,476.42
			A340-2100-173 R	SHS SchISuppt OT/Extra hr		7.30
			A341-2100-173 R	MHS SchISuppt OT/Extra hr		798.90
			Total for Fund A - GENERAL FUND		-195,537.27	195,537.27

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

Date of Treasurer's Report for BOE review

Date Completed

Person Completing

Cheranne Roster
D. T. K
3/26/2018
3/15/2018
Chauvin Carl Greco

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: March 22, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*
Re: Capital Reserve - Bus Purchase Resolution

In maintaining the District's focus on long-range planning and fiscal accountability, it has been the practice to replace aging buses before extensive repairs may be needed. Below is the 2018-2019 Capital Reserve – Bus Purchase Resolution for your consideration:

PROPOSITION – 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.

DTK:kd

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 Pittsford PTSA Phone 203-7328 (Kim Huels)

Address PO Box 781 Pittsford NY 14534

School: _____

1. Describe the gift. What is it? List its condition, age, size, and other details as applicable.

\$2500.00 - given annually by PTSA

2. Describe any conditions or restrictions for its use.

Funds for Unified Basketball (PASS) program

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

Director's Approval:  Date 3/19/18
(When appropriate)

Principal's Approval: _____ Date _____

Superintendent's Approval:  Date 3/20/18

Board Action: Date: _____