

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
MONDAY, JANUARY 22, 2018  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

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AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. PRINCIPAL'S REPORT – Mr. Mark Puma – Sutherland High School
- V. APPROVAL OF MINUTES: January 8, 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

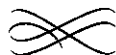
- A. Monroe County School Boards Association Meeting Reports
  - 1. Board President's – next meeting – 3/21/18
  - 2. Executive Committee – next meeting – 2/28/18
  - 3. Information Exchange Committee – next meeting – 2/14/18
  - 4. Labor Relations Committee – next meeting – 2/28/18
  - 5. Legislative Committee – next meeting – 2/7/18
  - 6. Steering Committee – next meeting – 1/24/18
- B. Meeting Reports
- C. Dates to Remember
  - 1. 1/27/18 – Legislative Breakfast – 9:00-12:00 – Shadow Lake
  - 2. 2/1/18 – Board of Education Visit/Tour at Allen Creek Elementary School  
(Tour 7:15 am/Visit 7:30 am)
  - 3. 2/12/18 – Next Regularly Scheduled Meeting

VIII. FINANCIAL REPORT – Mr. Kenney

- A. Action Items:
  - 1. Acceptance of Treasurer's Report – December 31, 2017 (BOARD ACTION)
  - 2. 2<sup>nd</sup> Quarterly Extraclassroom Activities Report (BOARD ACTION)
  - 3. Phase 5 Construction Bid Award (BOARD ACTION)
  - 4. Non-Resident Tuition Rates (BOARD ACTION)
  - 5. Bid Award (See Consent Agenda)
    - a. BOCES II Cooperative Printer & Copier Supplies
- 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:
  - 1. Staffing Presentation
  - C. Other:
  
- X. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items (See Consent Agenda)
    - 1. Committee on Special Education: Amendment – Agreement No Meetings, Initial Eligibility Determination Meetings, Requested Review.
    - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Review, Reevaluation Reviews, Reevaluation Transfer Student, Requested Reviews.
    - 3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Reevaluation Review.
  - B. Discussion:
  - C. Other:
  
- XI. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. Field Trip Approval to Myrtle Beach, SC (SHS) (BOARD ACTION)
    - 3. Gift to the District (See Consent Agenda)
      - a. Donation of \$2,000.00 from Charles Profit to help cover costs of parts and supplies for the Robotics team at Sutherland and Mendon High Schools.
  - B. Discussion:
    - 1. Policy Recommendation – 1<sup>st</sup> reading
      - a. #3211-Use of Service Animals
  - C. Other:
  
- XII. CONSENT AGENDA (BOARD ACTION)
  - A. Bid Award
  - B. Committee on Special Education
  - C. Sub-Committee on Special Education
  - D. Committee on Preschool Special Education
  - E. Gift to the District
  
- XIII. OLD BUSINESS
  
- XIV. NEW BUSINESS
  
- XV. PUBLIC COMMENT
  
- XVI. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: February 12, 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](http://pittsfordschools.org)***

PITTSFORD CENTRAL SCHOOL DISTRICT  
Board of Education Meeting  
Monday, January 8, 2018  
Board Room - Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, January 8, 2018.

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

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

OTHERS PRESENT: K. Bernard, S. Warchol, D. Cerbone, M. Goodfriend, C. D 'Amanda, R. McGeary, R. Carey,  
T. Griebel, R. Flisulk, P. Uman, A. Sondhi, B. Lamar, K. Fawcett, M. Crowley, B. Welch, J. McNulty, K. Mullin,  
K. Ronan, K. Manske, S. Farooq

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

2. Motion was made by Mr. Aroesty, seconded by Mrs. Baum 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

3. 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 approves the minutes of its December 11, 2017, meeting.

**APPROVED:**  
**MINUTES**  
**12/11/17**

Vote: Unanimously carried

4. 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 November 30, 2017.

**ACCEPTED:**  
**TREASURER'S**  
**REPORT**

Vote: Unanimously carried

5. Motion was made by Mr. Sullivan, seconded by Mrs. Rene 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:

**APPROVED:**  
**PROFESSIONAL**  
**STAFF REPORT**

Vote: Unanimously carried

**A. Appointment – Teacher**

Name: Michelle Stewart  
Position: JRE Grade 5  
Type of Position: Regular Sub  
Tenure Area: Elementary  
Probationary Period: N/A  
Certification: Professional  
Salary: \$48,891  
Effective Date: January 5, 2018

**B. Appointment – School Related Professional**

Name: Tracey Lehman  
Position: BRMS Educational Assistant  
Type of Position: Civil Service  
Probationary Period: 01/02/2018 – 07/02/2018  
Salary: \$20,374  
Effective Date: January 2, 2018

48.

C. Change of Status – Part time to Regular Sub

Name: Laurie Cleveland-Lancto  
Position: MCE Library Media Specialist  
Type of Position: Regular Sub  
Tenure Area: Elementary  
Probationary Period: N/A  
Effective Date: January 16, 2018

D. Resignation for Retirement – Coordinator of Support Services  
Marcia Holmes

E. Resignation – School Related Professional  
Laura Provenzale

Mr. Leone recognized Mrs. Holmes for her 50 years of amazing service to the District.

6. Dr. Cimmerer, gave a presentation on enrollment statistics noting that our 10-year predictions were incredibly accurate (99.95%) and 97% accurate this year. Dr. Cimmerer talked about elementary and secondary enrollment changes, half-day kindergarten projections, private school enrollment, ethnicity, turnovers and long term housing growth in Pittsford. It was noted that based on current projections, we will show a gradual increase in enrollment from 2012 to 2027.

7. Mr. Pero reported on the Town/Village/School District Leadership Team meeting. Highlighted areas were items such as the delay in the court ruling for 75 Monroe Avenue, collaborative fees with regard to athletic field use, lawsuit against the Power Authority, inclusivity, an energy award received by the Town, Smart School Bond Act funds received by the school district and full-day kindergarten. All agreed on taking the Collaborative Compact to their respective Boards/Trustees for signatures. Also agreed upon was holding the joint annual meeting of the three municipalities on June 13 this year. The school district is the assigned planner of this meeting.

8. 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 following items per the Consent Agenda:

Vote: Unanimously carried

**APPROVED:**  
**CONSENT**  
**AGENDA**

Bid Awards:

BOCES II Audio-Visual Equipment	Various Vendors	\$33,851.24
New & Re-cap Tires, Supplies and Service	McCarthy Tire	\$22,830.00

*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 Meetings, Initial Eligibility Determination Meetings, Reevaluation Reviews, Requested Reviews.

Sub-Committee on Special Education: Amendment – Agreement No Meetings, Requested Reviews, Reevaluation Reviews, Reevaluation Transfer Student,

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

9. 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 adjournment of its Regular Meeting at approximately 8:00 p.m.

Vote: Unanimously carried

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,



Veronica M. Walker, School District Clerk

# PITTSFORD CENTRAL SCHOOL DISTRICT

## TREASURER'S REPORT

### December 31, 2017

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 December 31, 2017.

#### GENERAL FUND

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- The District received Excess Cost Aid of \$733,030 (see page 4).
- The District received Lottery Grant Aid of \$124,172 (see page 4).

#### SCHOOL LUNCH FUND

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- The school lunch program had net operations of \$1,556 for the month of December (see page 6).

#### TRUST & AGENCY FUND

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

#### SPECIAL AID FUND

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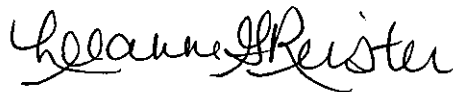
- Activity was normal for the month of December. The District is awaiting SED approval for Title III (See page 11).

#### CAPITAL, DEBT AND RESERVE FUNDS

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- Capital and Debt Service Funds have an unencumbered balance of \$4,465,208 (see page 13).
- Reserve fund balances total \$28,318,787 (see page 13).

Respectfully submitted,



Leeanne G. Reister  
Director of Finance

**PITTSFORD CENTRAL SCHOOLS**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**December 31, 2017**

**GENERAL FUND**

	12/1/2017 Balance	Receipts	Disbursements	12/31/2017 Balance
Cash in Banks - Checking	\$ 14,629,567.29	\$ 6,435,066.28	\$ 13,240,307.19	\$7,824,326.38
Money Market Account-Chase	385,328.63	48.98	-	\$385,377.61
Money Market Account- Key	1,796,647.61	152.60	-	\$1,796,800.21
Money Market Account- M & T	4,537,545.39	385.39	-	\$4,537,930.78
Money Market Account- CNB	500,126.03	31.79	-	\$500,157.82
Chase Purchasing Card	-	284,718.62	284,718.62	-
Investments (See Schedule)	47,003,733.33	29,433.33	5,003,733.33	42,029,433.33
	<b>\$ 68,852,948.28</b>	<b>\$ 6,749,836.99</b>	<b>\$ 18,528,759.14</b>	<b>\$57,074,026.13</b>

**RESERVES**

	12/1/2017 Balance	Receipts	Disbursements	12/31/2017 Balance
Insurance Reserve (Checking)	\$ 1,221,292.73	\$ 155.23	\$ -	\$1,221,447.96
Reserve for Liability (Checking)	1,685,393.77	214.21	-	\$1,685,607.98
Reserve for Tax Certiorari (Checking)	738,878.05	93.91	-	\$738,971.96
Unemployment Reserve (Checking)	392,731.50	49.92	-	\$392,781.42
Capital Reserve	14,105,752.02	1,304.78	-	\$14,107,056.80
Bus Purchase Reserve	5,136,382.92	658.18	-	\$5,137,041.10
Instructional Technology Capital Reserve	1,502,559.38	190.98	-	\$1,502,750.36
Employee Benefit Reserve	2,060,881.39	261.94	-	\$2,061,143.33
Employee Retirement Contribution	2,004,502.00	254.77	-	\$2,004,756.77
Workers' Compensation Reserve	180,206.06	22.90	-	\$180,228.96
Investments (See Schedule)	-	-	-	-
	<b>\$ 29,028,579.82</b>	<b>\$ 3,206.82</b>	<b>\$ -</b>	<b>\$29,031,786.64</b>

**SCHOOL LUNCH FUND**

	12/1/2017 Balance	Receipts	Disbursements	12/31/2017 Balance
Cash in Banks - Checking	\$ 398,812.65	\$ 163,170.69	\$ 151,319.26	\$410,664.08
Money Market Account-Chase	207,486.92	26.37	-	\$207,513.29
	<b>\$ 606,299.57</b>	<b>\$ 163,197.06</b>	<b>\$ 151,319.26</b>	<b>\$618,177.37</b>

**CAPITAL FUND**

	12/1/2017 Balance	Receipts	Disbursements	12/31/2017 Balance
Cash in Banks - Checking	\$ 103,857.65	\$ 1.66	\$ 9,981.00	\$93,878.31
Capital-Dec 2012 Proposition-Reserve	-	-	-	-
Capital-Dec 2012 Proposition-BAN	2,883,114.04	377.60	158,734.69	\$2,724,756.95
Bus Purchase Reserve -Capital	42,000.24	-	-	\$42,000.24
	<b>\$ 3,028,971.93</b>	<b>\$ 379.26</b>	<b>\$ 168,715.69</b>	<b>\$2,860,635.50</b>

**SPECIAL AID FUND**

	12/1/2017 Balance	Receipts	Disbursements	12/31/2017 Balance
Cash in Banks - Checking	\$ 198,899.32	\$ 156,330.00	\$ 296,878.10	\$58,351.22
Money Market Account-Chase	-	-	-	-
	<b>\$ 198,899.32</b>	<b>\$ 156,330.00</b>	<b>\$ 296,878.10</b>	<b>\$58,351.22</b>

# PITTSFORD CENTRAL SCHOOLS

## INVESTMENT SCHEDULES

*As of December 31, 2017*

### GENERAL FUND

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
11/4/2017	1/5/2018	Chase	20,014,933.33	0.89%	32	17,435.23
10/12/2017	1/11/2018	Chase	10,014,500.00	0.89%	30	8,762.69
10/12/2017	1/10/2018	Chase	5,000,000.00	0.98%	90	12,082.19
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
			42,029,433.33			65,896.55

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%

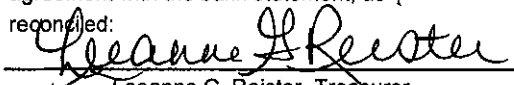
Many of our Chase money market accounts are bundled, but with separate account numbers to provide a higher rate of return.

**PITTSFORD CENTRAL SCHOOLS**  
**BANK RECONCILIATION FOR THE MONTH OF DECEMBER 2017**  
**General Fund Accounts (Checking and Money Market)**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			<u>21,849,214.95</u>
	<b>Receipts:</b>			
	Taxes & Tax Items			
	Non Property Taxes			
	Local Revenues	524,334.20		
	State Aid (Lottery, Medicaid & Star Aid)	869,772.16		
	Monroe #1 BOCES	22,016.56		
	Interest	2,079.98		
	Transfer - CD	5,007,513.93		
	Transfer - Trust & Agency Fund DT/DF	1,456.73		
	Transfer - School Lunch Fund DT/DF			
	Net Transfers			
	<b>Total Receipts:</b>			<u>6,427,173.56</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers		53,532.43	
	Check # 246583-246976		5,290,905.58	
	ACH Check# 000005-000009		679.83	
	Payroll Funding		5,539,398.25	
	Transfer to Special Aid DT/DF		100,000.00	
	Transfer to Debt Service		1,962,561.00	
	Transfer to P-Card		284,718.62	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(13,231,795.71)</u>
31-Dec	ENDING BALANCE	<u>\$ 6,427,173.56</u>	<u>\$ 13,231,795.71</u>	<u>15,044,592.80</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	15,317,110.09
<b>ADD:</b>	
NSF Payments	1,404.72
Outstanding Deposit	
<b>SUBTRACT:</b>	
Outstanding Checks	(273,922.01)
Outstanding Transfer to Special Aid	
<b>ADJUSTED BANK BALANCE</b>	<u>15,044,592.80</u>
<b>BALANCE PER BOOKS</b>	<u>15,044,592.80</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**

**GENERAL FUND**

Monthly Statement of Revenues  
December 31, 2017

DESCRIPTION	BUDGETED REVENUES WITH ADJUSTMENTS	REV. REC'D 12/31/2017	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	90,497,962.62	-	88,301,087.12	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	-	-	7,377,145.38	-
Interest & Penalties	515.00	-	-	515.00	-
County Sales Tax	5,110,000.00	-	1,501,032.14	5,110,000.00	-
Textbook Charges	600.00	-	115.00	600.00	-
Tuition - Individuals	-	-	-	-	-
Other Student Charges	15,000.00	5.00	227.59	15,000.00	-
Admissions	12,975.00	3,252.00	12,558.00	12,975.00	-
Tuition - Other Districts	150,000.00	(2,223.44)	(8,181.70)	150,000.00	-
Health Services - Other Districts	220,346.00	-	-	220,346.00	-
Interest Earned on Investments	45,000.00	35,414.28	50,613.92	50,613.92	5,614
Rental of Real Property	80,000.00	9,415.33	24,881.83	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	-	247.70	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	-	42,054.24	42,054.24	2,054
Other Compensation for Loss	2,200.00	108.19	497.54	2,200.00	-
Refund for BOCES Aided Services	284,804.00	-	-	284,804.00	-
Refund of Prior Years Expense	60,000.00	336.57	8,784.23	60,000.00	-
Gifts and Donations	15,000.00	7,951.00	39,817.55	39,817.55	24,818
Unclassified Revenues	75,000.00	22,331.56	44,165.10	75,000.00	-
State Aid - General Operating/Foundation Aid	7,097,881.57	5,410.21	5,205,059.00	7,097,881.57	-
State Aid - Excess Cost	938,305.00	733,030.00	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	455,296.34	124,171.73	455,296.34	455,296.34	-
State Aid - Commercial Gaming Grant	-	-	-	-	-
State Aid - BOCES	2,632,896.00	-	-	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	1,750.00	-
State Aid - Other Urban Suburban	1,071,629.00	-	-	1,071,629.00	-
Medicaid Assistance	40,000.00	5,410.22	40,448.90	40,448.90	449
Interfund Transfers	-	-	-	-	-
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	-	-	-	-	-
<b>TOTALS:</b>	<b>\$ 131,895,739.03</b>	<b>\$ 946,610.35</b>	<b>\$ 101,268,248.65</b>	<b>\$ 132,240,755.40</b>	<b>\$ 345,016.37</b>

# PITTSFORD CENTRAL SCHOOLS

## GENERAL FUND

Schedule of Appropriated Expenses  
December 31, 2017

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
<b>School Operations</b>						
Elementary Schools	17,306,310.00	127,691.35	17,434,001.35	6,237,826.96	9,823,180.80	1,372,993.59
Middle School	13,729,601.00	20,859.03	13,750,460.03	4,959,938.50	7,632,905.21	1,157,816.32
High School	19,296,582.00	154,259.88	19,450,841.88	7,139,563.97	10,285,780.42	2,025,497.49
<b>Total School Operations</b>	<b>50,332,493.00</b>	<b>302,810.26</b>	<b>50,635,303.26</b>	<b>18,337,328.43</b>	<b>27,741,866.43</b>	<b>4,556,107.40</b>
<b>Central Student Programs &amp; Services</b>						
Special Education Office	453,566.00	(18,807.06)	434,758.94	174,013.11	132,917.14	127,828.69
Special Education Services	1,220,009.00	83.80	1,220,092.80	428,795.98	741,501.61	49,795.21
Out of District Spec. Ed Programs	6,305,348.00	494,187.85	6,799,535.85	2,706,892.73	3,627,750.90	464,892.22
Special Services	633,483.00	-	633,483.00	245,030.91	302,741.89	85,710.20
Summer Programs	24,000.00	-	24,000.00	12,000.00	12,000.00	0.00
Non Public Services	481,666.00	50,046.76	531,712.76	70,003.01	336,818.35	124,891.40
BOCES	441,011.00	(91,984.00)	349,027.00	197,047.34	112,952.66	39,027.00
<b>Total Central Programs &amp; Services</b>	<b>9,559,083.00</b>	<b>433,527.35</b>	<b>9,992,610.35</b>	<b>3,833,783.08</b>	<b>5,266,682.55</b>	<b>892,144.72</b>
<b>Instructional Services</b>						
Curriculum & Instruction Services	645,693.00	16,707.95	662,400.95	426,601.89	125,257.10	110,541.96
Standards of Performance	504,652.00	-	504,652.00	158,263.52	236,456.47	109,932.01
Pupil Services Office	288,905.00	3,300.64	292,205.64	126,710.43	129,041.38	36,453.83
Instructional Technology Services	1,627,688.00	103,235.73	1,730,923.73	732,967.55	596,901.09	401,055.09
Professional Development Services	234,942.00	17,331.08	252,273.08	119,640.97	121,308.00	11,324.11
Data Team	391,536.00	1,473.31	393,009.31	201,462.19	186,616.16	4,930.96
<b>Total Instructional Services</b>	<b>3,693,416.00</b>	<b>142,048.71</b>	<b>3,835,464.71</b>	<b>1,765,646.55</b>	<b>1,395,580.20</b>	<b>674,237.96</b>
<b>Support Services</b>						
Finance Services	904,134.00	7,180.63	911,314.63	441,982.12	390,537.24	78,795.27
Personnel Services	379,993.00	4,697.19	384,690.19	179,179.79	149,016.62	56,493.78
Public Information Services	299,901.00	(1,455.00)	298,446.00	111,813.90	104,064.15	82,567.95
Operations and Maintenance	7,835,999.00	874,817.18	8,710,816.18	3,258,503.31	3,868,317.37	1,583,995.50
Printing and Mailing Services	279,967.00	7,257.93	287,224.93	104,109.21	153,652.45	29,463.27
Support Services Technology	1,181,775.00	32,477.39	1,214,252.39	708,789.35	140,161.86	365,301.18
Transportation Services	4,468,320.00	74,069.38	4,542,389.38	1,637,455.39	2,228,263.55	676,670.44
<b>Total Support Services</b>	<b>15,350,089.00</b>	<b>999,044.70</b>	<b>16,349,133.70</b>	<b>6,441,833.07</b>	<b>7,034,013.24</b>	<b>2,873,287.39</b>
<b>Central Administration</b>						
Board of Education	65,984.00	937.28	66,921.28	40,514.74	11,431.57	14,974.97
Superintendent's Office	338,486.00	6,256.59	344,742.59	170,754.69	162,954.34	11,033.56
<b>Total Central Administration</b>	<b>404,470.00</b>	<b>7,193.87</b>	<b>411,663.87</b>	<b>211,269.43</b>	<b>174,385.91</b>	<b>26,008.53</b>
<b>Undistributed Expenses</b>						
Debt Service & Interfund Transfers	10,609,672.00	-	10,609,672.00	6,782,134.50	3,639,687.50	187,850.00
Insurance & Fees	1,711,275.00	23,493.93	1,734,768.93	922,826.38	644,950.87	166,991.68
Employee Benefits	38,404,020.00	(76,897.79)	38,327,122.21	15,639,774.96	18,967,782.56	3,719,564.69
<b>Total Undistributed Expenses</b>	<b>50,724,967.00</b>	<b>(53,403.86)</b>	<b>50,671,563.14</b>	<b>23,344,735.84</b>	<b>23,252,420.93</b>	<b>4,074,406.37</b>
<b>TOTAL</b>	<b>130,064,518.00</b>	<b>1,831,221.03</b>	<b>131,895,739.03</b>	<b>53,934,597.40</b>	<b>64,864,949.26</b>	<b>13,096,192.37</b>
<b>Transfers and Adjustments Detail:</b>						
Prior Year Encumbrances		1,831,221.03				
<b>Total Transfers and Adjustments</b>		<b>1,831,221.03</b>				

**PITTSFORD CENTRAL SCHOOLS  
SCHOOL LUNCH FUND  
Monthly Operating Report  
December 31, 2017**

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	\$ 63,294.75	\$ 66,857.00	\$ 280,566.25	\$ 289,184.75
OTHER CAFETERIA SALES	103,565.77	100,693.98	\$ 450,082.03	412,249.41
REBATES	-	199.00	\$ -	438.00
INTEREST INCOME	79.34	41.66	\$ 487.60	210.63
INSURANCE/OTHER COMP	-	-	\$ -	-
MISCELLANEOUS INCOME	178.10	30.00	\$ 424.06	410.58
<b>TOTAL REVENUES:</b>	<b>\$ 167,117.96</b>	<b>\$ 167,821.64</b>	<b>\$ 731,559.94</b>	<b>\$ 702,493.37</b>

**EXPENDITURES**

SALARIES	\$ 64,482.31	\$ 63,526.38	\$ 277,096.94	\$ 269,224.55
EQUIPMENT	-	-	\$ -	25,502.58
CONTRACTUAL/BOCES	900.89	2,601.83	\$ 16,293.63	11,276.04
FOOD & MILK USED	59,798.54	62,354.56	\$ 256,387.06	273,302.61
REPAIRS	530.53	545.56	\$ 9,559.17	6,211.07
TRAVEL/MILEAGE	-	48.17	\$ 433.44	497.76
SUPPLIES	2,581.36	3,088.30	\$ 20,032.83	20,676.02
BENEFITS	37,268.44	42,224.31	\$ 172,325.45	185,286.36
<b>TOTAL EXPENDITURES:</b>	<b>\$ 165,562.07</b>	<b>\$ 174,389.11</b>	<b>\$ 752,128.52</b>	<b>\$ 791,976.99</b>
<b>NET OPERATIONS:</b>	<b>\$ 1,555.89</b>	<b>\$ (6,567.47)</b>	<b>\$ (20,568.58)</b>	<b>\$ (89,483.62)</b>

**OTHER ITEMS AFFECTING FUND BALANCE**

Cumulative Change in Surplus Food Inventory	\$ -	\$ (285.73)
Cumulative Change in Reserve for Supplies Inventory	\$ 992.16	\$ 1,311.91
<b>Change in Fund Balance:</b>	<b>(19,576.42)</b>	<b>(88,457.44)</b>
Fund Balance at July 1	\$ 443,215.85	\$ 498,705.03
Fund Balance to date	<b>\$ 423,639.43</b>	<b>\$ 410,247.59</b>

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

Loss of State Aid (National Lunch & Breakfast Program)	\$13,862	Free & Reduced Paid
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**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF DECEMBER 2017**

School Lunch Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			<u>\$ 606,299.57</u>
	<b>Receipts:</b>			
	Daily Deposits	36,188.59		
	Prepays- School Lunch Office	2,072.55		
	Prepaid- via NutriKids/Heartland	124,670.83		
	Other Sales-Vending	-		
	Catering	185.75		
	Miscellaneous	-		
	Interest	79.34		
	Net Transfers	-		
	<b>Total Receipts:</b>			<u>163,197.06</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers		-	
	Check # 202118-202152		81,238.90	
	Payroll Funding		69,024.00	
	Void Checks		-	
	Transfer to Trust & Agency re: Sales Tax		1,056.36	
	Transfer to General re: DT/DF		-	
	<b>Total Disbursements:</b>			<u>(151,319.26)</u>
31-Dec	ENDING BALANCE	<u>\$ 163,197.06</u>	<u>\$ 151,319.26</u>	<u>618,177.37</u>

BANK RECONCILIATION	
<b>BALANCE PER BANK:</b>	617,412.71
<b>ADD:</b>	
Outstanding Deposits	1,100.00
NSF Checks	26.00
<b>SUBTRACT:</b>	
Outstanding Checks	(361.34)
<b>ADJUSTED BANK BALANCE</b>	<u>618,177.37</u>
<b>BALANCE PER BOOKS</b>	<u>618,177.37</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  
December 31, 2017**

	11/30/2017			12/31/2017
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Private Purpose Funds (Scholarships)	71,396.53	480.08	1,364.00	70,512.61
Special Revenue Funds (Local Grants/Donations)	12,067.86	22.14	-	12,090.00
Consolidated Payroll	-	3,457,604.21	3,457,604.21	-
Net 1099R Distributions	-	-	-	-
NYS Employee Retirement	-	25,720.80	-	25,720.80
Income Protection (LTD)	-	13,404.16	13,404.16	-
Hospital Insurance	-	191,697.80	191,697.80	-
AFLAC	-	1,227.62	1,227.62	-
NYS Income Tax	-	228,444.55	228,444.55	-
Federal Income Tax	-	579,938.27	579,938.27	-
Federal Income Tax-1099R	-	-	-	-
Earned Income Credit	-	-	-	-
Income Execution	-	11,492.29	11,492.29	-
Association Dues	-	76,165.62	76,165.62	-
Social Security	-	768,389.14	768,389.14	-
Teacher Loans	-	20,707.00	20,707.00	-
Tax Sheltered Annuities	-	284,484.99	284,484.99	-
Bid Deposits	-	-	-	-
Other Liabilities	-	-	-	-
United Way	-	2,535.94	2,535.94	-
Life Insurance	-	7,907.82	7,907.82	-
Flex Benefits-Medical Exp.	(19,109.78)	46,115.80	45,931.34	(18,925.32)
Flex Benefits-Dependent Care	40,460.41	35,307.68	27,008.43	48,759.66
Flex Benefits-Management Fee	688.41	128.32	158.66	658.07
529 College Savings	-	-	-	-
Sales Tax	121.39	2,692.55	2,813.94	-
Accounts Receivable	-	-	-	-
Due from Other Funds	-	5,710,375.82	5,710,375.82	-
Due to Other Funds	268.54	120.37	-	388.91
Health Fund Reserve	2,197,776.20	2,937.96	62,613.87	2,138,100.29
<b>TOTALS:</b>	<b>\$ 2,303,669.56</b>	<b>\$ 11,467,900.93</b>	<b>\$ 11,494,265.47</b>	<b>\$ 2,277,305.02</b>

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF DECEMBER 2017**

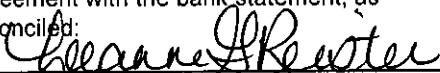
**Trust & Agency Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			<u>\$ 2,221,661.90</u>
	<b>Receipts:</b>			
	Payroll Funding	5,710,375.82		
	FSA Deductions	40,775.90		
	General Fund- Health Fund Contribution	2,677.50		
	Miscellaneous	2,768.98		
	Interest	380.83		
	Net Transfers	1,676,771.96		
	<b>Total Receipts:</b>			<u>7,433,750.99</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers-Taxes		1,576,771.96	
	EFT Withdrawals (FSA/Health Fund Accounts)		94,936.40	
	EFT/Wire Transfers (Omni, NYS ERS & NYS Sales Tax)		287,298.93	
	Payroll Checks # 232743-232983		487,212.99	
	Direct Deposits (D277994-D280480)		3,337,577.60	
	Void Checks		(1,316.09)	
	Transfer FSA Surplus 2016-17 to General Fund		1,456.73	
	Net Transfers		1,676,771.96	
	<b>Total Disbursements:</b>			<u>(7,460,710.48)</u>
31-Dec	ENDING BALANCE	<u>\$ 7,433,750.99</u>	<u>\$ 7,460,710.48</u>	<u>2,194,702.41</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK</b>	2,340,849.62
<b>ADD:</b>	
Deposit in Transit	
<b>SUBTRACT:</b>	
Outstanding Checks	(132,977.94)
Benefit Resources - Current Month's transactions taken Next Month	(13,169.27)
<b>ADJUSTED BANK BALANCE</b>	<u>2,194,702.41</u>
<b>BALANCE PER BOOKS</b>	<u>2,194,702.41</u>

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

  
\_\_\_\_\_  
Leeanne O. 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 DECEMBER 2017

Private Purpose Trusts and Special Revenue Accounts

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			<u>\$ 83,464.39</u>
	<b>Receipts:</b>			
	Miscellaneous -Dividend & Local Money	491.59		
	Interest	10.63		
	Net Transfers			
	<b>Total Receipts:</b>			<u>502.22</u>
	<b>Disbursements:</b>			
	Checks 200484-200489		1,364.00	
	Void Checks			
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(1,364.00)</u>
31-Dec	ENDING BALANCE	<u>\$ 502.22</u>	<u>\$ 1,364.00</u>	<u>82,602.61</u>

BANK RECONCILIATION

BALANCE PER BANK:	83,582.61
ADD:	
<b>SUBTRACT:</b>	
Outstanding Checks	(980.00)
<b>ADJUSTED BANK BALANCE</b>	<u>82,602.61</u>
<b>BALANCE PER BOOKS</b>	<u>82,602.61</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**  
 December 31, 2017

DESCRIPTION	ORIGINAL BUDGET/REVENUES	PRIOR YR EXPENDITURES	CURRENT YR EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES	GRANT ADMINISTRATORS
<b>SERVICES FOR FEES</b>						Student Services
Driver Education (Cumulative Balance)	262,516.85	112,997.96	64,116.85	5,932.16	79,468.88	
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)	
<b>IDEA 611 17/18 (07/01/17-06/30/18)</b>	1,356,294.00	-	478,040.16	754,391.52	123,862.32	Special Education
Covers special education expenditures						
<b>IDEA 619 17/18 (07/01/17-06/30/18)</b>	30,471.00	-	8,946.72	20,525.32	998.96	Special Education
Covers pre-school educational expenses.						
<b>TITLE I 16/17 (09/01/16-08/31/17)</b>	272,530.00	199,077.61	8,685.26	-	64,767.13	Student Services
<b>TITLE I 17/18 (09/01/17-08/31/18)</b>	187,459.00	-	67,094.48	121,455.35	(1,090.83)	
Provides program additions at qualifying schools to support students at risk of not passing the required state assessments.						
<b>TITLE IIA GRANT 16/17 (09/01/16-08/31/17)</b>	181,261.00	90,699.36	44,211.20	-	46,350.44	Student Services
<b>TITLE IIA GRANT 17/18 (09/01/17-08/31/18)</b>	187,459.00	-	11,167.82	31,953.12	144,338.06	
Enhances Teacher/Principal training and recruitment.						
<b>TITLE III GRANT 16/17 (09/01/16-08/31/17)</b>	16,347.00	6,639.73	(46.96)	-	9,754.23	
<b>TITLE III GRANT 17/18 (09/01/16-08/31/17)</b>	16,593.00	-	1,470.61	750.00	14,372.39	
Provides language instructional education programs to assist Limited English Proficient (LEP) students achieve standards						
<b>TITLE III Immigrant GRANT 16/17 (09/01/16-08/31/17)</b>	27,612.00	2,181.51	(85.00)	-	25,515.49	Student Services
Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards						
<b>TITLE III Newcomer GRANT 16/17 (09/01/16-08/31/17)</b>	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						
<b>TEACHER CENTER GRANT 2017-18</b>	61,580.00	-	44,930.56	414.34	16,235.10	Teacher Center
Provides staff development opportunities for teachers.						
<b>SPECIAL ED SUMMER PROGRAMS 4408</b>	300,000.00	-	297,849.23	-	2,150.77	Special Education
Payments for tuition to BOCES and outside providers of summer special education programs.						
<b>SPECIAL ED SUMMER PROGRAM-In District</b>	360,000.00	-	354,274.30	-	5,725.70	Special Education
Expenses for staff and materials for state approved in-district special education summer program.						
<b>SPECIAL ED SUMMER PROGRAM-Related Services</b>	18,000.00	-	9,974.89	-	8,025.11	Special Education
Payments to outside providers and staff for related services during July and August.						
<b>SCHOOL LIBRARY SYSTEM GRANT 2017-18</b>	1,825.00	-	1,825.00	-	-	Various Schools
Mini grants through BOCES for School Library Media Specialists.						
<b>STATE SUPPORTED SCHOOLS</b>	100,000.00	-	39,010.00	39,010.00	21,980.00	Spec Ed/Business Office
4201 Schools for the Blind and Deaf						
<b>TOTALS :</b>	<b>3,511,383.14</b>	<b>477,867.81</b>	<b>1,492,755.15</b>	<b>974,431.81</b>	<b>566,328.37</b>	



**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF DECEMBER 2017**

**Special Aid Funds**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			\$ 198,899.32
	<b>Receipts:</b>			
	Local Revenues	41,185.00		
	State Aid/Federal Aid	15,145.00		
	Transfer from General (20% funding)			
	Transfer from General DT/DF	100,000.00		
	Transfer to Special Aid Fund: write offs			
	Net Transfers			
	<b>Total Receipts:</b>			<u>156,330.00</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Check # 204605-204637		195,516.61	
	Transfer to General Fund re: DT/DF			
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		101,361.49	
	Transfer to Trust & Agency re: Sales Tax			
	<b>Total Disbursements:</b>			<u>(296,878.10)</u>
31-Dec	ENDING BALANCE	<u>\$ 156,330.00</u>	<u>\$ 296,878.10</u>	<u>58,351.22</u>


**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	61,688.93
<b>ADD:</b> NSF Check	
Interfund Transfer from General Fund	
<b>SUBTRACT:</b>	
Outstanding Checks	(3,337.71)
Outstanding Payment Center Fees	
<b>ADJUSTED BANK BALANCE</b>	<u>58,351.22</u>
<b>BALANCE PER BOOKS</b>	<u>58,351.22</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 December 31, 2017

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	21,154.00	97,879.00	123,090.50
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 16-17 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	1,475,751.45	256,772.64	3,330,917.39
Capital Funded by Donations - Dec 11, 2012 Proposition (Dec 11, 2012 Total Proposition = \$43,131,786)	417,400.00	417,400.00	-	-	-
<b>Subtotal - Capital Fund</b>	<b>45,586,147.00</b>	<b>37,916,720.21</b>	<b>2,849,567.02</b>	<b>354,651.64</b>	<b>4,465,208.13</b>
Debt Service	8,199,069.00	-	6,782,134.50	1,416,934.50	-
<b>TOTALS :</b>	<b>53,785,216.00</b>	<b>37,916,720.21</b>	<b>9,631,701.52</b>	<b>1,771,586.14</b>	<b>4,465,208.13</b>

## RESERVE BALANCES December 31, 2017

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		3,950.17		5,137,041.10
Capital Reserve	14,100,038.29		7,018.51		14,107,056.80
Instructional Technology Capital Reserve	1,501,617.17		1,133.19		1,502,750.36
Insurance Reserve	1,220,526.90		921.06		1,221,447.96
Unemployment Insurance Reserve	392,483.34	(40,000.00)	298.08		352,781.42
Reserve for Liability	1,684,336.91	(50,000.00)	1,271.07		1,635,607.98
Reserve for Tax Certiorari	738,414.73		557.23		738,971.96
Employee Benefit & Accrued Liability Reserve	2,059,919.34	(400,000.00)	1,223.99		1,661,143.33
Reserve for Retirement Contributions	2,003,404.21	(203,000.00)	1,352.56		1,801,756.77
Workers' Compensation Reserve	180,110.89	(20,000.00)	118.07		160,228.96
<b>TOTALS :</b>	<b>29,013,942.71</b>	<b>(713,000.00)</b>	<b>17,843.93</b>	<b>-</b>	<b>28,318,786.64</b>

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 DECEMBER 2017**

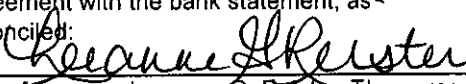
Capital

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			<u>\$ 3,028,971.93</u>
	<b>Receipts:</b>			
	Transfer from General Fund re: Due to/from			
	Transfer from General Fund re: Bus Purch. Reserve			
	BAN Proceeds			
	Interest	379.26		
	Net Transfers			
	<b>Total Receipts:</b>			<u>379.26</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers		592.08	
	Payroll Funding		9,981.00	
	Capital Checks-# 60090			
	Capital Checks-Dec 2012 Prop # 869			
	Capital Checks-Dec 2012 Prop BAN # 4271-4276		158,142.61	
	Bus Purchase Reserve Checks (200027)			
	Transfer to General (Remaining Bus Purchase Reserve)			
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(168,715.69)</u>
31-Dec	ENDING BALANCE	<u>\$ 379.26</u>	<u>\$ 168,715.69</u>	<u>2,860,635.50</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	3,003,677.30
<b>ADD:</b> Outstanding Transfer	
<b>SUBTRACT:</b>	
Outstanding Checks	(143,041.80)
Outstanding Transfer	
<b>ADJUSTED BANK BALANCE</b>	<u>2,860,635.50</u>
<b>BALANCE PER BOOKS</b>	<u>2,860,635.50</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 DECEMBER 2017**

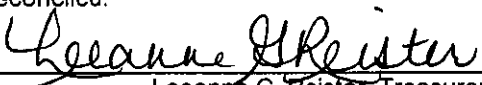
**Reserves: Liability, Tax Certiorari, Unemployment Insurance, Employee Retirement Contribution,  
Employee Benefit & Accrued Liabilities Reserves, Workers' Compensation & Insurance Reserves**

DATE	DESCRIPTION	CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			\$	8,283,885.50
	<b>Receipts:</b>				
	Transfer from General Fund				
	Interest - Reserve for Liability		214.21		
	Interest -Tax Certiorari		93.91		
	Interest- Unemployment Insurance		49.92		
	Interest- Employee Benefit & Accrued Liabilities		261.94		
	Interest- Employee Retirement Contribution		254.77		
	Interest- Workers' Compensation		22.90		
	Interest- Insurance Reserve		155.23		
	<b>Total Receipts:</b>				1,052.88
	<b>Disbursements:</b>				
	EFT Withdrawals				
	Transfer to General Fund				
	<b>Total Disbursements:</b>				-
31-Dec	ENDING BALANCE		\$ 1,052.88	\$ -	8,284,938.38

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	8,284,938.38
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	8,284,938.38
<b>BALANCE PER BOOKS</b>	8,284,938.38

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 DECEMBER 2017  
 Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			<u>\$20,744,694.32</u>
	<b>Receipts:</b>			
	Interest - Bus Purchase Reserve	658.18		
	Interest - Capital Reserve	1,304.78		
	Interest - Capital IT Reserve	190.98		
	Transfer from General Fund	-		
	<b>Total Receipts:</b>			<u>2,153.94</u>
	<b>Disbursements:</b>			
	Transfer to Capital Fund			
	<b>Total Disbursements:</b>			<u>-</u>
31-Dec	ENDING BALANCE	<u>\$ 2,153.94</u>	<u>\$ -</u>	<u>20,746,848.26</u>

<b>BANK RECONCILIATION</b>
----------------------------

<b>BALANCE PER BANK:</b>	20,746,848.26
<b>ADD:</b>	-
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>20,746,848.26</u>
<b>BALANCE PER BOOKS</b>	<u>20,746,848.26</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 DECEMBER 2017**

Debt Service Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			\$ 1,146,129.98
	<b>Receipts:</b>			
	Transfer from General Fund (per appropriations)	1,962,561.00		
	Transfer from Capital Fund (Assuming BAN Premium)			
	Interest	148.00		
	Net Transfers			
	Total Receipts:			<u>1,962,709.00</u>
	<b>Disbursements:</b>			
	Checks (001047)		219,273.50	
	Depository Trust Company (Wires)		1,743,287.50	
	Net Transfers			
	Total Disbursements:			<u>(1,962,561.00)</u>
31-Dec	ENDING BALANCE	<u>\$ 1,962,709.00</u>	<u>\$ 1,962,561.00</u>	<u>1,146,277.98</u>

**BANK RECONCILIATION**

BALANCE PER BANK:	1,146,277.98
ADD:	
SUBTRACT:	
ADJUSTED BANK BALANCE	<u>1,146,277.98</u>
BALANCE PER BOOKS	<u>1,146,277.98</u>

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

*Leeanne G. Reister*  
\_\_\_\_\_  
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 DECEMBER 2017**

Zero Balance Accounts: Purchasing Card

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Nov	BEGINNING BALANCE			\$ -
	<b>Receipts:</b>			
	Transfer from General Fund	284,718.62		
	<b>Total Receipts:</b>			284,718.62
	<b>Disbursements:</b>			
	JP Morgan Chase Withdrawal		284,718.62	
	<b>Total Disbursements:</b>			(284,718.62)
31-Dec	ENDING BALANCE	\$ 284,718.62	\$ 284,718.62	-

**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:

  
 \_\_\_\_\_  
 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

### MONTHLY EXTRACLASROOM ACTIVITY SUMMARY & RECONCILIATION December 31, 2017

SCHOOL	BEGINNING BALANCE 7/1/2017	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 12/31/2017
Allen Creek Elementary	2,229.03	51.63	629.40	1,651.26
Jefferson Road Elementary	1,667.23	-	905.55	761.68
Mendon Center Elementary	8,274.37	6,920.55	6,317.99	8,876.93
Park Road Elementary	4,644.89	3,271.50	2,579.99	5,336.40
Thornell Road Elementary	5,083.16	4,016.00	4,169.83	4,929.33
Barker Road Middle School	29,387.05	73,871.56	57,237.08	45,821.53
Calkins Road Middle School	62,895.28	44,598.55	32,206.80	75,287.03
Sutherland High School	62,707.29	44,944.49	36,916.76	70,735.02
Mendon High School	97,545.98	56,333.51	46,455.42	107,424.07
<b>TOTALS :</b>	<b>274,434.28</b>	<b>233,807.79</b>	<b>187,418.82</b>	<b>320,823.25</b>

BANK RECONCILIATION			
COMBINED BALANCES PER BANK:			340,727.75
ADD:	Outstanding Deposits / Bank Adjustments		
	NSF Checks		22.30
SUBTRACT:	Outstanding Checks		(19,926.80)
ADJUSTED BANK BALANCE			<u>320,823.25</u>
BALANCE PER BOOKS			<u>320,823.25</u>



**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 12/01/2017 To: 12/31/2017

Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
<b>Fund: A - GENERAL FUND</b>						
12/07/2017	011733	<b>TO COVER THE COST OF TRAVEL &amp; CONFERENCE.</b>				
			A340-2810-468 R	SHS Counseling Membershi	-500.00	
			A340-2810-465 R	SHS Counseling Trav & Con		500.00
12/22/2017	011822	<b>To cover the cost of library supplies. (Standards placards)</b>				
			A511-2062-468 R	STD Library Memberships	-15.00	
			A511-2062-500 R	STD Library Supplies		15.00
12/07/2017	011837	<b>TRANSFER FUNDS FROM SCHOOL SUPPORT SUPPLIES TO PRINCIPAL SUPPLIES TO COVER COMPUTER CABLES.</b>				
			A341-2100-500 R	MHS SchISuppt Supplies	-27.20	
			A341-2020-500 R	MHS Supr RegSch Supplies		27.20
12/07/2017	012043	<b>Transfer funds to Special Education Speech Supplies to cover the costs of Speech diagnostic record forms.</b>				
			A410-2251-500 R	SpEd Office Supplies	-83.80	
			A420-2255-500 R	SpEd Sv Speech Supplies		83.80
12/11/2017	012151	<b>TRANSFER FUNDS TO PRINCIPAL SUPPLIES TO COVER COMPUTER CABLES.</b>				
			A341-2100-500 R	MHS SchISuppt Supplies	-27.20	
			A341-2020-500 R	MHS Supr RegSch Supplies		27.20
12/14/2017	012214	<b>TO PROVIDE FUNDS FOR CONTRACTUAL SERVICES.</b>				
			A232-2100-500 R	CR SchISuppt Supplies	-172.95	
			A232-2100-400 R	CR SchISuppt Contr Svc		172.95
12/14/2017	012333	<b>TRANSFER FUNDS TO COVER THE COST OF ART SHOW SUPPLIES.</b>				
			A341-2113-400 R	MHS Art Contr Services	-1,115.00	
			A341-2113-500 R	MHS Art Supplies		1,115.00
12/15/2017	012723	<b>TO PROVIDE FUNDS FOR CONTRACTUAL SERVICES.</b>				
			A231-2100-500 R	BR SchISuppt Supplies	-75.00	
			A231-2100-400 R	BR SchISuppt Contr Svc		75.00
12/15/2017	012853	<b>To cover curriculum BOCES charges.</b>				
			A830-9060-800 R	BEN Hospital Medical	-11,000.00	
			A510-2010-490 R	CURINS BOCES Services		11,000.00
12/22/2017	012931	<b>TRANSFER FUNDS TO COVER THE COST OF SCHOOL SUPPORT BOCES SERVICES.</b>				
			A341-2020-465 R	MHS Supr RegSch Trav Cor	-523.62	
			A341-2100-465 R	MHS SchISuppt Trav Conf	-226.38	
			A341-2020-490 R	MHS Supr RegSch BOCES		750.00
12/22/2017	013129	<b>To provide funds for the cost of bus tires.</b>				
			A670-5510-400 R	TRN Contracted Services	-15,000.00	
			A670-5510-593 R	TRN Tires		15,000.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 12/01/2017 To: 12/31/2017

Fiscal Year: 2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
12/22/2017	013186	To cover the cost of BOCES Scoring Services.				
			A510-2010-400 R	CURINS Contracted Service	-17,000.00	
			A510-2010-490 R	CURINS BOCES Services		17,000.00
12/31/2017	013680	To correct negative budget codes.				
			A100-2100-173 R	ES SchISuppt OT/Extra hrs	-307.76	
			A200-2100-173 R	MS SchISuppt OT/Extra hrs	-104.11	
			A200-2815-173 R	MS HealthSv OT/Extra hrs	-350.00	
			A300-2100-173 R	HS SchISuppt OT/Extra hrs	-283.95	
			A300-2158-131 R	HS Math Tchr Salary	-314.15	
			A100-2815-158 R	ES HealthSv NurseTchr Sal		350.00
			A112-2100-173 R	AC SchISuppt OT/Extra hrs		14.71
			A113-2100-173 R	JR SchISuppt OT/Extra hrs		134.09
			A114-2100-173 R	MC SchISuppt OT/Extra hrs		6.81
			A115-2100-173 R	PR SchISuppt OT/Extra hrs		55.34
			A117-2100-173 R	TR SchISuppt OT/Extra hrs		96.81
			A231-2100-173 R	BR SchISuppt OT/Extra hrs		104.11
			A300-2112-131 R	HS Acad Interv Salary Tch		57.12
			A300-2134-131 R	HS World Lang Tchr Sal		85.68
			A300-2149-131 R	HS Technology Tchr Salary		28.56
			A300-2164-131 R	HS Music Instr Tchr Salar		57.12
			A300-2610-131 R	HS Library Tch Salary		85.67
			A340-2100-173 R	SHS SchISuppt OT/Extra hr		81.07
			A341-2100-173 R	MHS SchISuppt OT/Extra hr		202.88
			<b>Total for Fund A - GENERAL FUND</b>		<b>-47,126.12</b>	<b>47,126.12</b>

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

Jeanne Reister  
D. T. Kenny  
1/22/2018  
1/11/2018  
Charri Cul-Duro

Date of Treasurer's Report for BOE review

Date Completed

Person Completing

**Pittsford Central School District  
Annual Report on Extraclassroom Activity Funds**

**Allen Creek Elementary School**

<u>Club/Activity</u>	Beginning Balance July 1, 2017	Receipts	Disbursements	Ending Balance December 31, 2017
Student Council	\$ 2,229.03	\$ 51.63	\$ 629.40	\$ 1,651.26
Sales Tax Payable	-			-
	<u>\$ 2,229.03</u>	<u>\$ 51.63</u>	<u>\$ 629.40</u>	<u>\$ 1,651.26</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 1,628.96
Less Outstanding Checks	-
Plus NSF Check	22.30
Book Balance at End of Month	<u>\$ 1,651.26</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 1,651.26</u>

**Jefferson Road Elementary School**

<u>Club/Activity</u>	Beginning Balance July 1, 2017	Receipts	Disbursements	Ending Balance December 31, 2017
Student Council	\$ 1,667.23		\$ 905.55	\$ 761.68
	<u>\$ 1,667.23</u>	<u>\$ -</u>	<u>\$ 905.55</u>	<u>\$ 761.68</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 781.18
Less Outstanding Checks	(19.50)
Plus Outstanding Receipts	-
Book Balance at End of Month	<u>\$ 761.68</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 761.68</u>

**Mendon Center Elementary School**

<u>Club/Activity</u>	Beginning Balance July 1, 2017	Receipts	Disbursements	Ending Balance December 31, 2017
Student Council	\$ 784.98	\$ 3,453.65	\$ 2,946.58	\$ 1,292.05
Bookstore	5,327.03	1,236.64	635.69	5,927.98
Ski Club	2,037.17	1,872.00	2,400.00	1,509.17
Sales Tax	125.19	358.26	335.72	147.73
	<u>\$ 8,274.37</u>	<u>\$ 6,920.55</u>	<u>\$ 6,317.99</u>	<u>\$ 8,876.93</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 11,276.93
Less Outstanding Checks	(2,400.00)
Plus Outstanding Receipts	-
Plus Outstanding Receipts - NSF checks	-
Book Balance at End of Month	<u>\$ 8,876.93</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 8,876.93</u>

**Park Road Elementary**

<u>Club/Activity</u>	Beginning	Receipts	Disbursements	Ending
	Balance			Balance
	July 1, 2017			December 31, 2017
Student Council	\$ 3,400.04	\$ 1,872.77	\$ 2,449.83	\$ 2,822.98
Ski Club	1,226.35	1,250.00	-	2,476.35
Sales Tax	18.50	148.73	130.16	37.07
	<u>\$ 4,644.89</u>	<u>\$ 3,271.50</u>	<u>\$ 2,579.99</u>	<u>\$ 5,336.40</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 5,336.40
Less Outstanding Checks	-
Plus Outstanding Receipts - Deposits in Transit	
Book Balance at End of Month	<u>\$ 5,336.40</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 5,336.40</u>

**Thornell Road Elementary School**

<u>Club/Activity</u>	Beginning	Receipts	Disbursements	Ending
	Balance			Balance
	July 1, 2017			December 31, 2017
Student Council	\$ 3,720.62	\$ 1,542.59	\$ 1,388.94	\$ 3,874.27
Ski Club	1,362.54	2,346.15	2,678.00	1,030.69
Sales Tax	-	127.26	102.89	24.37
	<u>\$ 5,083.16</u>	<u>\$ 4,016.00</u>	<u>\$ 4,169.83</u>	<u>\$ 4,929.33</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 4,929.33
Less Outstanding Checks	-
Plus Outstanding Receipts	-
Book Balance at End of Month	<u>\$ 4,929.33</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 4,929.33</u>

**Barker Road Middle School**

<u>Club/Activity</u>	<u>Beginning Balance</u>			<u>Ending Balance</u>
	July 1, 2017	Receipts	Disbursements	December 31, 2017
Adventure Club	\$ 1,002.13	\$ 13,781.50	\$ 14,346.55	\$ 437.08
Art Club	71.90	-	-	71.90
Bookstore	3,714.62	1,161.58	1,212.09	3,664.11
Drama Club	7,058.95	2,359.00	3,597.50	5,820.45
Gay Straight Alliance	25.00	-	-	25.00
Science Olympiad	599.79	-	-	599.79
Home & Careers	583.24	1,396.24	872.19	1,107.29
Latin Club	1.48	200.00	200.00	1.48
Music Activities	4,475.27	18,633.00	16,328.20	6,780.07
Robotics Club	221.42	-	-	221.42
Ski Club	2,052.72	7,210.00	150.00	9,112.72
Student Council	6,996.52	27,342.29	20,351.78	13,987.03
Yearbook	2,548.11	1,328.70	12.44	3,864.37
Sales Tax	35.90	259.25	166.33	128.82
	<u>\$ 29,387.05</u>	<u>\$ 73,671.56</u>	<u>\$ 57,237.08</u>	<u>\$ 45,821.53</u>

**Reconciliation of Cash Balances:****Checking Account**

Bank Statement Balance at End of Month	\$ 49,616.81
Less Outstanding Checks	(3,795.28)
Plus Outstanding Receipts	-
Plus NSF Check	-
Book Balance at End of Month	<u>\$ 45,821.53</u>
<b><u>Other Accounts</u></b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
<b>Total Cash Balance at End of Month</b>	<u><u>\$ 45,821.53</u></u>

**Calkins Road Middle School**

<u>Club/Activity</u>	<u>Beginning Balance</u>			<u>Ending Balance</u>
	July 1, 2017	Receipts	Disbursements	December 31, 2017
Art Club	\$ 85.16	\$ -	\$ -	\$ 85.16
Best Buddies	84.00	-	-	84.00
Bookstore	1,338.06	575.89	573.29	1,340.66
Drama Club	23,575.79	9,846.69	10,228.49	23,193.99
Home & Careers	3,427.66	980.90	950.35	3,458.21
Latin Club	1,020.30	700.00	700.00	1,020.30
Music Activities	14,288.53	13,107.80	10,956.19	16,440.14
Ski Club	1,720.98	6,800.00	1,200.00	7,320.98
Spanish Club	1,363.06	-	141.26	1,221.80
Student Council	4,704.39	12,460.33	7,364.01	9,800.71
Yearbook	11,249.05	85.08	26.20	11,307.93
Sales Tax Payable	38.30	41.86	67.01	13.15
	<u>\$ 62,895.28</u>	<u>\$ 44,598.55</u>	<u>\$ 32,206.80</u>	<u>\$ 75,287.03</u>

**Reconciliation of Cash Balances:****Checking Account**

Bank Statement Balance at End of Month	\$ 76,646.93
Less Outstanding Checks	(1,359.90)
Plus Outstanding Receipts	-
Plus NSF Check - Stop Payment	-
Plus Bank Service Charges	-
Book Balance at End of Month	<u>\$ 75,287.03</u>
<b><u>Other Accounts</u></b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
<b>Total Cash Balance at End of Month</b>	<u><u>\$ 75,287.03</u></u>

**Sutherland High School**

<u>Club/Activity</u>	<b>Beginning Balance July 1, 2017</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance December 31, 2017</b>
Class of 2017	1,747.43		1,743.43	4.00
Class of 2018	2,699.93	6,037.71	2,732.34	6,005.30
Class of 2019	1,523.46	658.08	334.50	1,847.04
Class of 2020	1,267.03	1,219.42	1,114.08	1,372.37
Class of 2021	-	1,982.54	1,145.50	837.04
Band	718.00	2,048.47	2,016.39	750.08
Best Buddies	242.25	85.23	-	327.48
Debate Club	-	-	-	-
DECA Club	648.60	2,100.00	1,255.00	1,493.60
Drama	8,439.74	4,495.77	1,507.19	11,428.32
Fine Arts	114.67	77.78	-	192.45
Gay Straight Alliance	320.77	-	-	320.77
Latin Club	659.59	4,814.48	2,546.26	2,927.81
Link Crew	1,334.69	27.00	1,057.74	303.95
MasterMinds	-	-	-	-
Model UN	3,767.07	5,140.00	1,936.00	6,971.07
Musicals	10,828.74	-	4,240.00	6,588.74
National Honor Society	-	-	-	-
Newspaper-Midnight	208.02	-	-	208.02
Pegasus	1,026.65	-	500.00	526.65
Project Earth	473.74	150.93	125.00	499.67
Show Choir	1,214.11	1,844.50	1,851.50	1,207.11
Ski Club	1,888.53	4,029.42	4,502.00	1,415.95
Student Council	12,648.69	3,754.83	3,376.65	13,026.87
Tri-M	3,542.74	-	3,196.00	346.74
Yearbook	6,560.77	5,463.00	109.58	11,914.19
Sales Tax Payable	832.07	1,015.33	1,627.60	219.80
	<b>\$ 62,707.29</b>	<b>\$ 44,944.49</b>	<b>\$ 36,916.76</b>	<b>\$ 70,735.02</b>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 71,940.34
Less Outstanding Checks	(1,205.32)
Plus Outstanding Receipts - NSF checks	-
Plus Outstanding Receipts - Deposits in Transit	-
Book Balance at End of Month	<u>\$ 70,735.02</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
<b>Total Cash Balance at End of Month</b>	<u><u>\$ 70,735.02</u></u>

**Mendon High School**

<u>Club/Activity</u>	<b>Beginning Balance July 1, 2017</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance December 31, 2017</b>
Class of 2017	4,047.19	-	4,047.19	-
Class of 2018	10,159.61	3,015.33	935.14	12,239.80
Class of 2019	3,835.99	7,216.80	3,805.01	7,247.78
Class of 2020	6,173.69	1,546.74	599.78	7,120.65
Class of 2021	-	2,434.48	1,531.35	903.13
Anime Club	34.50	-	-	34.50
Art Club	20.99	-	-	20.99
ASI Club	246.99	-	-	246.99
Bookstore	2,943.24	146.83	252.70	2,837.37
Dance Team	-	-	-	-
DECA Club	353.70	2,805.56	1,200.08	1,959.18
Diversity Club	11.65	-	5.98	5.67
Drama Club	10,209.46	-	1,260.00	8,949.46
Electrathon	217.94	-	-	217.94
Environmental Awareness	-	-	-	-
Runway for Relief	422.20	-	-	422.20
French Club	81.65	364.00	26.23	419.42
Habitat for Humanity	-	-	-	-
Jr. Statesmen of America	-	-	-	-
Latin Club	811.02	160.00	170.00	801.02
Link Crew	3,093.99	740.00	1,600.66	2,233.33
Model UN	1,179.89	8,380.00	6,448.97	3,110.92
Musical Activities	23,849.72	11,901.54	10,365.25	25,386.01
Musical Club	-	-	-	-
National Honor Society	1,399.53	-	213.42	1,186.11
Orchestra	660.54	246.00	-	906.54
Pittsford Girl Up	414.88	72.12	79.82	407.18
Reality Check	185.74	-	-	185.74
Science Olympiad	343.77	-	225.00	118.77
Concert Choir	1,357.66	654.00	783.00	1,228.66
Spanish Club	17.11	-	-	17.11
Students against Cancer	-	131.71	-	131.71
Student Council	6,453.57	5,172.59	3,952.05	7,674.11
Technology Club	683.85	1,423.22	637.41	1,469.66
Virtual Enterprises	1,124.68	480.00	738.25	866.43
Wind Ensemble	2,521.26	432.00	432.00	2,521.26
Women's A Cappella	435.78	-	-	435.78
Yearbook	13,631.64	8,520.37	6,361.19	15,790.82
Sales Tax Payable	622.55	490.22	784.94	327.83
	<b>\$ 97,545.98</b>	<b>\$ 56,333.51</b>	<b>\$ 46,455.42</b>	<b>\$ 107,424.07</b>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 118,570.87
Less Outstanding Checks	(11,146.80)
Plus Outstanding Receipts - NSF checks	
Book Balance at End of Month	<u>\$ 107,424.07</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 107,424.07</u>

TOTAL OF ALL CLUBS

320,823.25

# Pittsford Schools

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
**585.267.1053**  
Fax: 585.381.9368

Darrin Kenney  
*Assistant Superintendent for Business*

Darrin\_Kenney@pittsford.monroe.edu

Date: January 17, 2018

To: Michael Pero, Superintendent of Schools

From: Darrin T. Kenney, Assistant Superintendent for Business DTK

Re: Capital Project Phase 5A – Sutherland High School Multi-Purpose Room

As previously reported to you and the Board of Education, the District has been pursuing the conversion of the Sutherland High School Natatorium to a multi-purpose exercise room. The State Education Department recently approved the plans and specifications and on January 16<sup>th</sup> the Campus Construction Management, Inc. conducted, on behalf of the District, a competitive bid process that included a base bid and four alternates. Pittsford Central School District remains a desired district for contractors, as well as winter/spring work was very attractive for twenty-five (25) contractors. I am happy to report the bid climate was plentiful and aggressive.

The bid was to fill the pool, level the floor, install a padded hard floor laminate, do abatement, and perform mechanical work as part of the Base Bid. Four alternates were also bid for installation of mat hoists, bleachers, door and hardware replacements, and an alternate deduct to use granular instead of flowable (concrete) fill. Based on the bid results the Project Team recommends the award of the base and all alternates as follows:

Trade	Contractor		Award
General Construction Work	Javen Construction	Base Bid	\$597,000
		Alt 1 - Mat Hoist Sys	72,000
		Alt 2 - Bleacher Sys	29,000
		Alt 3 – Door/Frame Hard. Replacement	17,500
		Alt 4 – Granular Fill in Lieu of Flowable (Deduct)	(30,000)
Plumbing	Nairy Mechanical, LLC		\$ 46,700
Mechanical	Lawman Heating & Cooling Inc.		\$ 274,000
Electrical	Hewitt Young Electric LLC	Base Bid	\$79,800
		Alt 1 - Mat Hoist Sys	5,700
<b>Total Bid Award</b>			<b>\$ 1,073,400</b>



I have provided a resolution to award the bids to the lowest responsive bidders for the Board of Education's consideration.

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting held January 22, 2018 does hereby award the January 16, 2018 bids for Sutherland renovation work as follows:

<b>Trade</b>	<b>Contractor</b>	<b>Award</b>
General Construction Work	Javen Construction	\$ 667,500
Plumbing	Nairy Mechanical	\$ 46,700
Mechanical	Lawman Heating & Cooling Inc.	\$ 274,000
Electrical	Hewitt Young Electric LLC	\$ 85,200
	<b>Total Bid Award</b>	<b>\$ 1,073,400</b>

All work shall be performed as set forth in the Contract Documents.

*DTK:kd*

*Attachment*

*Cc: J. Beardsley  
L. Reister  
G. Huffman, Campus Construction*

# Pittsford Schools

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

585.267.1036

Fax: 585.381.9368

Leeanne\_Reister@pittsford.monroe.edu

Leeanne G. Reister

Director of Finance

Date: January 17, 2018

To: Darrin Kenney

From: Leeanne Reister



RE: Board Resolution – Non-Resident Tuition Rates

As you know, in the Pittsford District Teachers Association Contract, Section 19 allows children of non-resident staff to enroll in the Pittsford Central Schools with payment of tuition. We do not currently have non-resident students attending our schools but are updating the rates should one be approved. The New York Department of Education has published the estimated non-resident tuition rates for the 2017-18. Per Section 174.2 (a) (6) of the Regulations of the Commissioner of Education, the non-resident tuition rates on the State Aid output reports are estimated rates for billing during the 2017-18 school year, when the actual rates become available, refunds or additional charges are to be made.

Therefore, I recommend that the following resolution be approved by the Board of Education:

**RESOLVED**, that the Board of Education establishes the non-resident tuition rates for the 2017-18 school year as follows:

**Tuition charge for regular education students based on net cost per student:**

Half Day Kindergarten	\$ 6,603
Grades 1-6	\$14,059
Grades 7-12	\$14,880

**Tuition Charge for students receiving special education services:**

Half Day Kindergarten	\$24,783
Grades 1-6	\$50,418
Grades 7-12	\$51,239

An agreement will be executed for each non-resident student enrolling in PCSD under the PDTA contract and will describe terms for payment of tuition per Board Policy 7132.

Michael Pero, Superintendent of Schools, Pittsford Central School District

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

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

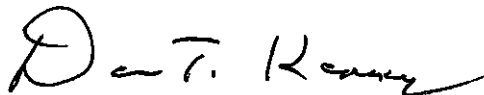
## RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education  
From: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston)  
BOE Date: January 22, 2018  
Topic: BOCES II Cooperative Printer and Copier Supplies RFB-1822-17  
Date Advertised: October 19, 2017, *Democrat & Chronicle*  
Bid Opening Date: November 8, 2017  
Bid Opening Time: 2:00 PM, BOCES II  
Fund: Budget, Each Building or Department

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

ITEM BID	RECOMMENDED VENDOR	ESTIMATED AMOUNT
<b>Printer Supplies</b>		
	Quill	\$1,182.80
	Ready Data Inc	\$2,492.00
	US Globe Service Corp	\$7,580.00
	W.B. Mason	\$45,972.82
	<b>TOTAL:</b>	<u>\$57,227.62</u>
		(ESTIMATED)

**Comments:** BOCES II Cooperative Printer and Copier Supplies Bid contract is valid 02/01/18 - 01/31/19. Pittsford and nine (9) other districts and/or BOCES participated. The bid was reviewed by Rose Brennan, BOCES II Bid Coordinator; Jessica Zepp, Purchasing Assistant; and Karen L. Houston, Purchasing Agent. The awards are recommended to the responsive bidders meeting all required bid specifications. Vendors offered discounts by brand for items not listed on the bid. Items are identified on an ongoing basis by budget managers in the departments and schools.



Darrin Kenney, Assistant Superintendent for Business

Received

JAN 16 2018

8460F.3  
1 of 3

Superintendent's Office

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
Secondary Preliminary Field Trip Request

**Instructions:**  
Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and 3 weeks for a day trip.

Teacher(s) Initiating Request: Brandon DeRosa School: Sutherland

Please check all that apply:

- Day trip
- Overnight, one night, without missing instructional time
- Overnight, one night, with missing instructional time
- Extended, overnight for more than one night
- Out of state
- Out of country

**Logistics of Trip**

Destination (include exact address): Cal Ripken Baseball Complex - 3051 Ripken Way Blvd. Myrtle Beach, SC 29577

Estimated Number of Students: 25 Round Trip Mileage: 1,650 miles

Departure: Date 3/29/18 Time 5pm Return: Date 4/6/18 Time 8 am

Have both the district and building calendars been checked for conflicts, etc.  yes  no

Estimated Number of Chaperones: Teachers: 2 Parents: \_\_\_\_\_ Other: 1 Board approved volunteer coach

Type of Transportation:

District bus: \_\_\_\_\_ Please complete *Special Trip Request Card*  
Commercial Carrier: X Please complete form (8460F.7 - Trans)

Arrangement for meals and lodging (if necessary): Meals: Eat as team at local restaurants  
Lodging: Stay at Myrtlewood Villas as a team

Cost:

Estimated Cost Per Student:

Event Fee:	<u>200</u>
Travel:	<u>450</u>
Lodging:	<u>250</u>
Meals:	_____
Other:	_____
Total:	<u>900</u>

Estimated Funds from Each Source:

from District:	_____
from student:	_____
outside source:	_____
fundraising:	<u>900</u>
other:	_____
Total:	_____

Describe fundraising or outside sources: Students have the opportunity to fundraise for their trip through working Little League clinics, selling Royal Car Wash tickets, 20% fundraising accrued over the time in the program, and at least one more fundraiser  
yet to be determined. Most of the players end up fundraising \$400-500 and their parents pay the extra \$400-500.

Follow-Up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved.

N/A

Provisions for Continuity of School Work - to be completed for any missed instructional.

What instructional provisions have been made to help participants keep up with other classes that they will miss?

N/A


What specific plans have been made for the continued instruction of those students in the class who will not participate in the field trip?

N/A

**TO BE COMPLETED BY THE BUILDING PRINCIPAL, DIRECTOR AND/OR ASI WHEN APPROPRIATE**

  
Principal Approval

\_\_\_\_\_ Date

  
Director/ASI Approval

1/3/18  
Date

Comments: Trip has taken place for 12 plus years and has been successful.

**TO BE COMPLETED BY THE SUPERINTENDENT**

  
Superintendent's Approval

1/17/18  
Date

Comments: \_\_\_\_\_

\*If commercial carrier is the mode of transportation, form 8460F.7-Trans should be forwarded to the Transportation Department.

Board Approval Date: \_\_\_\_\_

Sent to Transportation: \_\_\_\_\_

## 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 Charles Profitt Phone 585-267-3395

Address 75 BARKER ROAD

School: JHS + MHS → Robotics Team 3181

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.

This is a gift of \$2,000 to help cover  
the cost of parts and supplies for the  
2018 FIRST Robotics Competition

2. Describe any conditions or restrictions for its use.

Will be used on parts and supplies  
for the robotics team.

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.)

The money will be deposited in to the  
RCR bank account at ESL.

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? *SJS + MHS*
- 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: *M Julian* Date *12/18/17*  
(When appropriate)

Principal's Approval: *SJS: [Signature] DATE 1/4/18*  
*MHS: [Signature] DATE 12/22/17*

Superintendent's Approval: *[Signature]* Date *12/21/17*

Board Action: Date: \_\_\_\_\_