

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
TUESDAY, JULY 11, 2017  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

---

AGENDA

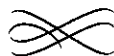
REGULAR MEETING

(Immediately Following Reorganization Meeting)

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA (BOARD ACTION)
- III. APPROVAL OF MINUTES: June 12, 2017 (BOARD ACTION)  
June 30, 2017 (special meeting) (BOARD ACTION)
- IV. 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.*
- V. BOARD OF EDUCATION REPORT
- A. Monroe County School Boards Association Meeting Reports
1. Board President's – next meeting – 10/4/17
  2. Executive Committee – next meeting – 9/13/17
  3. Information Exchange Committee – next meeting – 9/13/17
  4. Labor Relations Committee – next meeting – 9/27/17
  5. Legislative Committee – next meeting – 9/6/17
  6. Steering Committee – next meeting – 8/23/17
- B. Other Meeting Reports
- C. Dates to Remember
1. 7/11/17 – District Summer Workshop – 1:00 p.m.–4:00 p.m. - LGI Room – SHS
  2. 7/12/17 – District Summer Workshop – 8:00/8:30 a.m.-3:00 p.m. – Mendon Golf Club
  3. 8/8/17 – (Tuesday) Board Retreat – 5:00 p.m. – Room 410 – BRMS
  4. 8/8/17 – (Tuesday) – Next Regularly Scheduled Meeting – 7:00 p.m.
- D. Annual Adoption and Signing of Board Governing Mission and Communications Agreement (BOARD ACTION)
- E. Acceptance of the Record of the June 20, 2017 Budget Vote (BOARD ACTION)
- VI. FINANCIAL REPORT – Mr. Kenney
- A. Action Items:
1. Acceptance of Treasurer's Report – May 31, 2017 (BOARD ACTION)
  2. Food Service Budget (BOARD ACTION)
  3. Internal Auditors Risk Assessment (BOARD ACTION)
  4. Bid Awards (See Consent Agenda)
    - a. Industrial Art Supplies
    - b. Nurse & Medical Trainer Supplies
    - c. Physical Ed Supplies & Equipment
- B. Discussion:
- C. Other

- VII. HUMAN RESOURCE REPORT – Mr. Leone
  - A. Action Items;
    - 1. Professional Staff Report (BOARD ACTION)
    - 2. Part Time Professional/Specialist Salaries 2017-2018 (BOARD ACTION)
    - 3. Professional Development Plan 2017-2018 (BOARD ACTION)
  - B. Discussion:
  - C. Other:
  
- VIII. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items (See Consent Agenda)
    - 1. Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Reevaluation CPSE to CSE Transitions, Requested Review, Requested Review CPSE to CSE Transitions.
    - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews, Requested Reviews, Requested Review Transfer Student.
    - 3. Committee on Preschool Special Education: Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews.
  - B. Discussion:
  - C. Other:
  
- IX. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
  
- X. CONSENT AGENDA
  - A. Bid Awards
  - B. Committee on Special Education
  - C. Sub-Committee on Special Education
  - D. Committee on Preschool Special Education
  
- XI. OLD BUSINESS
  
- XII. NEW BUSINESS
  
- XIII. PUBLIC COMMENT
  
- XIV. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: (Tuesday) August 8, 2017



*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, June 12, 2017  
Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, June 12, 2017.

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

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

OTHERS PRESENT: S. Warchol, M. Orengo, M. Graham, H. Lang, L. Norten, J. Jean-Gilles, A. Binstock,  
S. Thibodeau, S. Gould, J. McConnochie, K. Pearson

1. Mrs. McCluski 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. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening's meeting.  
Vote: Unanimously carried

**APPROVED:**  
**AGENDA**

3. Motion was made by Mrs. Thomas, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 5, 2017, meeting.  
Vote: Unanimously carried

**APPROVED:**  
**MINUTES**  
**6/5/17**

4. Mr. Pero and Mr. Kenney conducted the required Public Budget Hearing Budget Guidelines. Mr. Pero noted the budget guidelines and said that the budget is now under the tax cap (property tax cap checks will continue). Mr. Pero said that we have received praise on how we handle our reserves. He said the end in mind is to remain "Pittsford" and provide our kids the best possible experience and noted the fact that we have recently been recognized for many achievements. He said we offer the breadth and depth of an educational experience and said we are under the per pupil expenditures of many other districts. Mr. Kenney went over the financial aspects of the budget by reviewing the spending plan, the three part budget (administrative, program and capital), the New York State Report Card - Fiscal Accountability Supplement, estimated revenues, Foundation Aid and Gap Elimination Adjustment (GEA) impacts, contingent budget and process, key points and the budget that is going before the voters on June 20, 2017 revote. Mr. Kenny said budget information is on our website and also in all of our buildings.

5. Public comment:

Meredith Graham, resident, asked a question about the resent state grant with regard to the \$200,000 disbursement. Mr. Pero responded that there is specific criteria for the grant. He noted the \$50,000 also received that is bullet aid.

6. The date of June 30, 2017 was added to the Board's meeting list where the Mendon Center Elementary School vice principal appointment and needed bid awards will be up for Board action. Mrs. McCluski said that a Board Retreat will be held on August 8 at 5:00 for the purpose of reviewing the Board's self-evaluation.

7. 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 following:  
Vote: Unanimously carried

**APPROVED:**  
**REVOTE AND**  
**POLL WORKERS**

BE IT RESOLVED, that the Board of Education approves that the Revote Meeting of the Pittsford Central School District, Town of Pittsford, Monroe and Ontario Counties, New York, shall be held in the Barker Road Middle School, 75 Barker Road, Pittsford, New York, in said District, on the 20th day of June, 2017, with the polls to be open between the hours of 7:00 a.m. and 9:00 p.m. for the purpose of voting upon the budget resolution, AND, BE

IT RESOLVED, that the Board of Education approves the Chief Inspector of Election/Chairperson of Election, Inspectors of Election, Assistant Inspector of Elections and Substitutes as listed below.

**I.**

**BUDGET RESOLUTION**

SHALL THE FOLLOWING RESOLUTION BE ADOPTED:

**RESOLVED**, that the Board of Education of the Pittsford Central School District be authorized to expend the amount of \$130,064,518 for the 2017-2018 school year, **AND FURTHER**, that said Board of Education be authorized and directed to levy and collect a tax upon all taxable property in said School District in an amount necessary therefore.

**II.**

**POLL WORKERS**

Cynthia Coleman is hereby appointed as **Chief Inspector of Election/Chair Person of Election** for this budget revote.

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

Inspectors of Election:

Dolores Hoffmann, Helen Sens, Rosemarie Burke, Ann Parker, Mary Jerabeck, Ruth Hedin

Election Clerks: Liz Norton, Heather Frank, Anna Gorbold, Trish Blake-Jones, Barb Chiacchierini, Betsey Soffer, Joyce Paley, Linda Traynor, Harold McAulliffe, Juanita McAulliffe, Rose Marie Carey, Julie Barker, Laura Shulitz, Robin Scott, Julie Daugherty, Jane McConnochie, Erin Janson, Traci Wachter, Maura Sykes, Xueya Cai, Julie Swangler-Reynolds, Nahoko O'Connor, Tina Maffucci, Susan Gould, Laura Jean Diekmann, Betsy Whitehouse, Elizabeth Kinney, Liz Salamone, Kim Horan, Anna Griebel, Cathy Doyle, Kim Huels, Pravina Patel, Ann Binstock, Jennifer Smith, John Pizzutelli, Alice Silver, Trisha Koehn, Jeanne Phillips, Denise Kendricks, Margaret Schenkel, Rose Marie Carey, Marilyn Merritt, Tina Carpenter, Dianne Poole, Laurie Hummel, Wanda Ward, John Strazzabosco, Kim Briedenstein

Tabulation Inspector:

Tina Maffucci

The following are hereby appointed as Substitutes: Victoria Coleman, Martin Walker, Brent Coleman, Patrick Coleman, Dan Sanfrantello, Patricia Vaughan Brogan, Melanie Ward, Lisa Huntoon, Camille Clayton, Jess Izzo

*Each Assistant Inspector of Election appointed for said vote, as herein provided, having volunteered, shall be entitled to no compensation for the work performed. The Clerk of said school district is hereby authorized and directed to give a written notice of appointment to the persons herein appointed.*

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

8. Motion was made by Mr. Sullivan, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, at its meeting held on June 12, 2017, does hereby approve the transportation contract with the Monroe #1 BOCES to transport and provide attendant/aid services to Pittsford Central School District students with disabilities.

Vote: Unanimously carried

**APPROVED:**  
**BOCES #1**  
**TRANSPORTATION**  
**CONTRACT**

9. Motion was made by Mrs. Thomas, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education authorizes the transfer of two hundred fifty-seven thousand three hundred seventy-two dollars and thirty cents (\$257,372.30) into the Tax Certiorari Reserve Funds from the General Fund Unrestricted Fund Balance for tax certiorari claims related to unsettled Notice of Petitions.

Vote: Unanimously carried

**APPROVED:**  
**TAX**  
**CERTIORARI**  
**FUND**

10. Motion was made by Mrs. Baum, 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 Professional Staff Report as follows:  
Vote: Unanimously carried

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

A. Appointment – Psychology Intern

Name: Diana Gugino  
Position: Psychology Intern  
Type of Position: Intern  
Salary: \$15,000  
Effective Date: July 1, 2017

Name: Mary-Lynn McHugh  
Position: Psychology Intern  
Type of Position: Intern  
Salary: \$15,000  
Effective Date: September 1, 2017

B. Appointment – Substitute Purchasing Agent

Name: Cynthia Heagarty  
Position: Annual  
Type of Position: Per diem  
Salary: \$25/hour  
Effective Date: July 1, 2017

11. Mrs. Vaughan Brogan noted the second reading of the Code of Conduct mentioning that it relates to the entire District and is separate from the Athletic Code of Conduct. This will be approved under the Consent Agenda.

12. Motion was made by Mr. Aroesty, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the addition of a Cybersecurity Course.  
Vote: Unanimously carried

**APPROVED:**  
**CYBER-**  
**SECURITY**

13. Mr. Pero thanked PTSA for their donation to the MHS/SHS Sources of Strength Program and our Unified Basketball Program.

14. Mr. Pero read a note regarding \$11,000 which was raised for the Kicks for Campers Program. This money goes directly to our Urban Suburban students to go to Camp Cory with a goal of sending everyone to camp.

15. Mr. Pero talked about a committee called ACT for Education that he is part of that promotes public education. He passed out a brochure regarding information about public education in Monroe County. The committee attracts local business and promotes the good work happening in the county.

16. Mr. Pero acknowledged the recent accomplishments of our athletic teams, noting that Senator Funke plans to attend a Board meeting to recognize the Girls Lacrosse Team and their winning the state title.

17. Mr. Pero noted that this coming Wednesday, the first advocacy meeting for funding for FDK and Foundation Aid is scheduled. It will consist of representatives from PTSA, PDAA, PDTA, BOE, COT and members at large. The group will be working on rolling out a plan and decide on how to gather names for members at large. A larger group will then be formed of hopefully 50-60 people and get together for a first meeting on July 11.

On July 12, a typical all District Summer Workshop regarding strategic initiative and vision work will take place.

98.

18. Motion was made by Mrs. Thomas, 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 Awards:**

Fresh Pizza	Cheese and Pepperoni Pizza	\$5.90
	Cheese Pizza	\$5.90
17-18 Rubbish Removal	Waste Management of New York	\$62,847.16

**Committee on Special Education:** Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation CPSE to CSE Transitions, Reevaluation, Review, Requested Review CPSE to CSE Transitions.

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

**Gifts to the District**

Donation of \$2,000.00 from PTSA to be used for supplies and refreshments at Mendon and Sutherland High Schools for the Sources of Strength program.

Donation of \$3,100.00 from PTSA to be used for t-shirts for the PCSD Unified Basketball program.

**Code of Conduct**

19. Motion was made by Mrs. Baum, 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 7:53 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,



Veronica M. Walker  
School District Clerk

PITTSFORD CENTRAL SCHOOL DISTRICT  
Board of Education Meeting  
Friday, June 30, 2017  
Barker Road Middle School  
Room 410

The SPECIAL MEETING of the Pittsford Central School District Board of Education was held at 7:00 a.m. in Room 410, Barker Road Middle School on Friday, June 30, 2017.

BOARD MEMBERS PRESENT: K. McCluski, A. Thomas, Mrs. Sanchez-Kazacos, Mr. Sullivan

LEADERSHIP TEAM PRESENT: M. Pero, D. Kenney, M. Leone

1. Mrs. McCluski called the meeting to order at 7:00 a.m.

2. Motion was made by Mrs. Thomas, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting.

**APPROVED:**  
**AGENDA**

Vote: Unanimously carried by those present

3. Board Reports:

Mrs. Thomas updated those present on the Monroe County School Boards Association (MCSBA) Steering Committee noting that she has been asked to be one of two members at-large.

Mrs. McCluski said that she has been asked to co-chair the MCSBA Communications Outreach Advisory Committee again. This will also place her on the MCSBA Steering Committee.

Mrs. McCluski said that she and Mrs. Thomas attended the recent NYSSBA Board member reception and noted that our area had the largest attendance of anywhere in NYS.

4. Motion was made by Mrs. Thomas, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Superintendent's contract commencing July 1, 2017 and terminating on June 30, 2022.

**APPROVED:**  
**SUPERINTENDENT'S**  
**CONTRACT**

Vote: Unanimously carried by those present

5. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby approve the transportation contract with the Monroe #1 BOCES to transport and provide attendant/aid services to Pittsford Central School District students with disabilities.

**APPROVED:**  
**MONROE #1**  
**BOCES**  
**TRANSPORTATION**  
**CONTRACT**

Vote: Unanimously carried by those present

6. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the maximum estimated allocation of 2016-2017 fiscal year undesignated unreserved fund balance to the following reserve funds as permitted by the applicable General Municipal and New York State Education Laws as set forth below:

**APPROVED:**  
**FUND**  
**BALANCE**  
**MANAGEMENT**

<i>Reserve</i>	<i>Deposit no more than:</i>
Capital Reserve for Bus Purchases	\$ 1,875,000
Capital Reserve for Facilities	\$ 3,000,000
Retirement Contribution Reserve	\$ 1,000,000
Employee Benefit Accrued Liability Reserve	\$ 1,000,000
Workers Compensation Reserve	\$ 50,000

A discussion ensued about reserves and fund balances.

Vote: Unanimously carried by those present

100.

7. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Thomas 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 by those present

A. Appointments - Administrator

Name: Richard Albano  
Position: MCE Assistant Principal  
Type of Position: Probationary  
Tenure Area: Assistant Principal - Elementary  
Probationary Period: July 1, 2017 - June 30, 2021  
Certification: Initial  
Salary: \$76,000  
Effective Date: July 1, 2017

8. Mr. Pero noted that he attended a recent NYS Council of School Superintendents Summer Workshop and is a member of its House of Delegates. He said some of the topics discussed were year-end schedules, two-days of testing, pathways to graduation and teacher shortage and certification.

9. Motion was made by Mrs. Thomas, 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 by those present

Bid awards:

<u>Athletic Apparel</u>	ADPRO Sports	\$38,200.00
	Boathouse Row Sports LTC	7,182.00
	Laux Sporting Goods, Inc.	5,392.50
	Walters' Swim Supplies, Inc.	151.45

Phase 5 bids – 2012 Capital Reserve Project

BE IT RESOLVED, that the Board of Education, at its meeting of June 30, 2017, does hereby accept Contract #501 – General Trades from Javen Construction company in the amount of six hundred twenty-nine thousand dollars (629,000) for the base bid and eighty-two thousand dollars (\$82,000) for the alternate bid. All work and covenants of both parties shall be as set forth in the contract documents; also

BE IT RESOLVED, that the Board of Education, at its meeting of June 30, 2017, does hereby accept contract #502 – Plumbing from Amering and Johnston in the amount of one hundred sixty-six thousand dollars (\$166,000). All work and covenants of both parties shall be set forth in the contract documents; and

BE IT RESOLVED, that the Board of Education, at its meeting of June 30, 2017, does hereby accept Contract #503 – Electrical from Hewitt Young in the amount of twenty-seven thousand, twenty-seven dollars (\$27,027) base bid and twenty-three thousand, six hundred dollars (\$23,600) for the alternate bid. All work and covenants of both parties shall be as set forth in the contract documents.

10. Motion was made by Mrs. Thomas, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its special meeting of June 30, 2017 at 7:43 a.m.

**APPROVED:**  
**ADJOURNMENT**

Vote: Unanimously carried by those present

Respectfully submitted,



Veronica M. Walker, School District Clerk



---

**Pittsford Central School District**  
**Board Governing Mission**

The Pittsford Central School District Board of Education, as the governing body of our school district:

- Values and upholds student success as the fundamental principle for all decisions.
- Serves as the steward and guardian of the District's values, vision and mission.
- Leads proactively in the District's strategic and operational planning, setting strong, clear direction and policy.
- Monitors District educational, administrative and financial performance against clearly defined standards.
- Ensures that constituencies contribute to the District's effectiveness.
- Values and promotes positive and productive relations with the community.
- Ensures that the District possesses necessary human, financial and other resources.
- Values and promotes a positive and productive Board-Superintendent working partnership.
- Engages all Board members in the governance process.
- Develops the governing skills of Board members.
- Promotes active teamwork on the Board.
- Takes accountability for its own performance as a governing body.
- Practices the highest levels of ethics and integrity.

Agreed to by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

---

**Pittsford Board of Education**  
**Agreement Regarding Communications**

Board of Education members agree that:

- They will act and make decisions only as a seven member Board.
- The Board President is the spokesperson.
- Awareness of public and human relations is critical.
- They will help one another and constituents follow appropriate processes.
- Issues and concerns will be shared with the superintendent and/or Board president, and individual Board members as appropriate, in a timely fashion.
- It is essential to recognize that others see them as always wearing the “Board hat”.
- Intra Board Member Email is to be used *only* for communicating information, never dialogue.
- They will be courteous listeners at Board meetings/functions.
- They will communicate at Board meetings/functions by sharing ideas and perspectives during discussions.

Agreed to by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Dated: July 11, 2017  
board/agreement re communications

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

June 20, 2017

Mrs. Cynthia Coleman, Chief Election Inspector, convened the Budget Revote of the Pittsford Central School District at 7:00 AM on Tuesday, June 20, 2017, in the Barker Road Middle School Gymnasium.

Mrs. Veronica Walker, School District Clerk, had available, the Proof of Publication, including the voting hours for the adoption of the budget.

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

Inspectors of Election:

Dolores Hoffmann, Helen Sens, Rosemarie Burke, Ann Parker, Mary Jerabeck, Ruth Hedin

Election Clerks: Liz Norton, Heather Frank, Anna Gorbald, Trish Blake-Jones, Barb Chiacchierini, Betsey Soffer, Joyce Paley, Linda Traynor, Harold McAulliffe, Juanita McAulliffe, Rose Marie Carey, Julie Barker, Laura Shulitz, Robin Scott, Julie Daugherty, Jane McConnochie, Erin Janson, Traci Wachter, Maura Sykes, Xueya Cai, Julie Swangler-Reynolds, Nahoko O'Connor, Tina Maffucci, Susan Gould, Laura Jean Diekmann, Betsy Whitehouse, Elizabeth Kinney, Liz Salamone, Kim Horan, Anna Griebel, Cathy Doyle, Kim Huels, Pravina Patel, Ann Binstock, Jennifer Smith, John Pizzutelli, Alice Silver, Trisha Koehn, Jeanne Phillips, Denise Kendricks, Margaret Schenkel, Rose Marie Carey, Marilyn Merritt, Tina Carpenter, Dianne Poole, Laurie Hummel, Wanda Ward, John Strazzabosco, Kim Briedenstein

Tabulation Inspector:

Tina Maffucci

The following were appointed as Substitutes: Victoria Coleman, Martin Walker, Brent Coleman, Patrick Coleman, Dan Sanfrantello, Patricia Vaughan-Brogan, Melanie Ward, Lisa Huntoon, Camille Clayton, Jess Izzo

**CHIEF INSPECTOR/VOTING TECHNICIAN/CHAIRPERSON OF ELECTION:**

Mrs. Cynthia Coleman

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

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

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

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

Budget Proposition: \$130,064,518

Yes: 3107

No: 1234

Total Number of Voters: 4341

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Veronica M. Walker". The signature is fluid and cursive, with the first name being the most prominent.

Veronica M. Walker  
School District Clerk

Board/ReVote/2017/Minutes Results of Votes  
6/20/17

# PITTSFORD CENTRAL SCHOOL DISTRICT

## TREASURER'S REPORT

### May 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 May 31, 2017.

#### GENERAL FUND

---

- The District received their proportionate share of Sales Tax from Monroe County in the amount of \$ 1,296,737 (see page 3)
- The District received, from other districts, \$185,832 for Health Services for the 2016-2017 school year (see page 3).

#### SCHOOL LUNCH FUND

---

- The school lunch program had net operations of \$55,211 for the month of May (see page 6).

#### TRUST & AGENCY FUND

---

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

#### SPECIAL AID FUND

---

- Activity was normal for the month of April. An amendment for IDEA 611 has been approved and an amendment for Teacher Center 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 \$5,660,546. The unencumbered balance increased after voter authorization on May 16, 2017 of \$1,309,761 from the Bus Purchase Reserve (see page 13).
- Reserve fund balances total \$23,383,818. The total reflects the transfer of the \$1,309,761 from the Bus Purchase Reserve to Capital (see page 13).

Respectfully submitted,



Leeanne G. Reister  
Director of Finance

**PITTSFORD CENTRAL SCHOOLS**

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

**GENERAL FUND**

	5/1/2017 Balance	Receipts	Disbursements	5/31/2017 Balance
Cash in Banks - Checking	\$ 7,495,035.38	\$ 22,030,490.15	\$ 8,551,623.35	\$20,973,902.18
Money Market Account-Chase	385,007.07	32.58	-	\$385,039.65
Money Market Account- Key	1,920,565.85	163.13	-	\$1,920,728.98
Money Market Account- M & T	24,534,337.87	933.11	20,000,000.00	\$4,535,270.98
Chase Purchasing Card	-	125,524.22	125,524.22	-
Investments (See Schedule)	-	-	-	-
	<b>\$ 34,377,802.17</b>	<b>\$ 22,157,143.19</b>	<b>\$ 28,677,147.57</b>	<b>\$27,814,941.79</b>

**RESERVES**

	5/1/2017 Balance	Receipts	Disbursements	5/31/2017 Balance
Insurance Reserve (Checking)	\$ 1,220,273.52	\$ 103.27	\$ -	\$1,220,376.79
Reserve for Liability (Checking)	1,683,987.24	142.52	-	\$1,684,129.76
Reserve for Tax Certiorari (Checking)	445,445.60	37.70	-	\$445,483.30
Unemployment Reserve (Checking)	412,547.57	34.91	-	\$412,582.48
Capital Reserve	12,028,080.96	784.57	-	\$12,028,865.53
Bus Purchase Reserve	4,861,919.50	6,229.45	1,309,761.00	\$3,558,387.95
Instructional Technology Capital Reserve	1,501,305.43	127.06	-	\$1,501,432.49
Employee Benefit Reserve	1,339,157.28	113.33	-	\$1,339,270.61
Employee Retirement Contribution	1,706,049.97	144.38	-	\$1,706,194.35
Workers' Compensation Reserve	130,083.88	11.01	-	\$130,094.89
Investments (See Schedule)	-	-	-	-
	<b>\$ 25,328,850.95</b>	<b>\$ 7,728.20</b>	<b>\$ 1,309,761.00</b>	<b>\$24,026,818.15</b>

**SCHOOL LUNCH FUND**

	5/1/2017 Balance	Receipts	Disbursements	5/31/2017 Balance
Cash in Banks - Checking	\$ 344,523.52	199,662.00	123,273.01	\$420,912.51
Money Market Account-Chase	404,483.96	34.23	-	\$404,518.19
	<b>\$ 749,007.48</b>	<b>\$ 199,696.23</b>	<b>\$ 123,273.01</b>	<b>\$825,430.70</b>

**CAPITAL FUND**

	5/1/2017 Balance	Receipts	Disbursements	5/31/2017 Balance
Cash in Banks - Checking	\$ 86,660.50	\$ 1.47	\$ -	\$86,661.97
Capital-Dec 2012 Proposition-Reserve	\$ 110,368.32	\$ 22,690.44	\$ 13,827.18	\$119,231.58
Capital-Dec 2012 Proposition-BAN	\$ 4,989,070.54	\$ 420.93	\$ 31,760.09	\$4,957,731.38
Bus Purchase Reserve -Capital	\$ 39,277.52	\$ 1,343,222.30	\$ 72,738.82	\$1,309,761.00
	<b>\$ 5,225,376.88</b>	<b>\$ 1,366,335.14</b>	<b>\$ 118,326.09</b>	<b>\$6,473,385.93</b>

**SPECIAL AID FUND**

	5/1/2017 Balance	Receipts	Disbursements	5/31/2017 Balance
Cash in Banks - Checking	\$ 1,260,562.13	\$ 204,577.00	\$ 151,267.60	\$1,313,871.53
Money Market Account-Chase	-	-	-	-
	<b>\$ 1,260,562.13</b>	<b>\$ 204,577.00</b>	<b>\$ 151,267.60</b>	<b>\$1,313,871.53</b>

**PITTSFORD CENTRAL SCHOOLS**  
**INVESTMENT SCHEDULES**

*As of May 31, 2017*

**GENERAL FUND**

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
-------------------	------------------	--------------------	---------------------	------------------	-------------------	--------------------

0.00

\$ -

Our current interest rates are as follows:

JP Morgan Chase Checking	0.05% -0.10%
Key Checking	0.02%
Key Money Market	0.05% -0.10%
M & T Money Market -General Fund	0.10%

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

**PITTSFORD CENTRAL SCHOOLS**

**GENERAL FUND**

Monthly Statement of Revenues

May 31, 2017

DESCRIPTION	BUDGETED REVENUES WITH ADJUSTMENTS	REV. REC'D 5/31/2017	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	87,672,626.67	(94,783.80)	87,574,910.58	87,672,626.67	-
Other Payments in Lieu of Taxes	249,125.00	19,509.51	278,850.95	278,850.95	29,726
STAR Tax Relief Program	7,629,328.33	-	7,629,328.33	7,629,328.33	-
Interest & Penalties	515.00	-	1,134.40	1,134.40	619
County Sales Tax	4,912,858.00	1,296,736.59	4,205,323.22	5,172,404.00	259,546
Textbook Charges	650.00	-	252.62	650.00	-
Tuition - Individuals	-	-	13,859.00	13,859.00	13,859
Other Student Charges	19,000.00	29.00	174.25	19,000.00	-
Admissions	12,975.00	-	13,521.00	13,521.00	546
Tuition - Other Districts	100,000.00	-	-	100,000.00	-
Health Services - Other Districts	232,797.00	185,831.74	185,831.74	236,246.00	3,449
Interest Earned on Investments	45,758.00	2,875.52	33,051.55	37,000.00	(8,758)
Rental of Real Property	90,478.00	-	76,129.36	90,478.00	-
Rental of Real Property, BOCES	49,015.00	-	16,550.00	16,550.00	(32,465)
Rental of Buses	-	-	1,140.22	1,140.22	1,140
Commissions	-	-	-	-	-
Forfeiture of Deposits	-	-	-	-	-
Sale of Scrap and Excess Materials	-	58.80	1,085.92	1,085.92	1,086
Sale of Instructional Materials - Textbooks	-	-	-	-	-
Sale of Equipment	-	-	103,100.00	103,100.00	103,100
Insurance Recoveries	40,000.00	3,788.37	111,262.23	111,262.23	71,262
Other Compensation for Loss	2,200.00	74.33	1,306.32	2,200.00	-
Refund for BOCES Aided Services	260,155.00	-	650,924.75	650,924.00	390,769
Refund of Prior Years Expense	60,000.00	171.05	110,007.00	110,007.00	50,007
Gifts and Donations	15,000.00	160.00	33,548.54	33,548.54	18,549
Unclassified Revenues	55,000.00	2,986.50	257,966.50	257,966.50	202,967
State Aid - General Operating/Foundation Aid	5,685,259.94	-	3,991,238.47	5,257,907.94	(427,352)
State Aid - Excess Cost	1,937,906.00	9,954.63	1,965,957.39	1,965,957.39	28,051
State Aid - Building Aid	4,891,029.00	-	4,891,029.00	4,891,029.00	-
State Aid - Lottery Aid	4,312,661.66	-	4,312,661.66	4,312,661.66	-
State Aid - Lottery Grant	856,279.04	-	856,279.04	856,279.04	-
State Aid - Commercial Gaming Grant	72,173.36	-	50,521.35	72,173.36	-
State Aid - BOCES	2,420,099.00	-	610,762.75	2,450,344.00	30,245
State Aid - Textbooks	369,585.00	-	361,849.00	361,849.00	(7,736)
State Aid - Software Aid	89,753.00	-	95,813.00	95,813.00	6,060
State Aid - Hardware Aid	85,622.00	-	85,596.00	85,596.00	(26)
State Aid - Library Mat. Aid	38,282.00	-	39,975.00	39,975.00	1,693
State Aid - Other Bullet Aid	-	-	20,000.00	20,000.00	20,000
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	1,071,629.00	-
Medicaid Assistance	50,000.00	9,954.63	54,918.32	54,918.32	4,918
Interfund Transfers	-	5,816.22	5,816.22	5,816.22	5,816
Appropriated Fund Balance	2,961,438.00	-	-	2,961,438.00	-
Reserve for Encumbrances	1,796,131.75	-	-	1,796,131.75	-
Appropriated Reserve: Tax Certiorari	-	-	-	-	-
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	1,309,761.00	-	-	1,309,761.00	-
<b>TOTALS:</b>	<b>\$ 130,039,840.75</b>	<b>\$ 1,443,163.09</b>	<b>\$ 119,715,054.68</b>	<b>\$ 130,806,912.44</b>	<b>\$ 767,071.69</b>



# PITTSFORD CENTRAL SCHOOLS

## GENERAL FUND

Schedule of Appropriated Expenses

May 31, 2017

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
<b>School Operations</b>						
Elementary Schools	17,257,505.00	(38,049.76)	17,219,455.24	13,819,705.46	2,782,896.15	616,853.63
Middle School	13,366,011.00	121,497.18	13,487,508.18	10,833,959.63	2,083,429.84	570,118.71
High School	18,851,459.00	155,946.00	19,007,405.00	15,806,846.78	2,657,643.97	542,914.25
<b>Total School Operations</b>	<b>49,474,975.00</b>	<b>239,393.42</b>	<b>49,714,368.42</b>	<b>40,460,511.87</b>	<b>7,523,969.96</b>	<b>1,729,886.59</b>
<b>Central Student Programs &amp; Services</b>						
Special Education Office	516,404.00	(1,935.35)	514,468.65	366,757.40	47,353.73	100,357.52
Special Education Services	1,004,362.00	13,459.00	1,017,821.00	830,610.10	187,168.63	42.27
Out of District Spec. Ed Programs	6,523,284.00	613,978.85	7,137,262.85	6,225,701.50	539,517.72	372,043.63
Special Services	581,544.00	124.42	581,668.42	435,779.73	82,747.18	63,141.51
Summer Programs	24,000.00	-	24,000.00	16,078.04	-	7,921.96
Non Public Services	465,450.00	(6,753.41)	458,696.59	310,695.86	64,423.05	83,577.68
BOCES	415,007.00	(27,532.00)	387,475.00	374,900.29	12,574.71	0.00
<b>Total Central Programs &amp; Services</b>	<b>9,530,051.00</b>	<b>591,341.51</b>	<b>10,121,392.51</b>	<b>8,560,522.92</b>	<b>933,785.02</b>	<b>627,084.57</b>
<b>Instructional Services</b>						
Curriculum & Instruction Services	649,967.00	57,582.85	707,549.85	601,729.50	27,087.48	78,732.87
Standards of Performance	500,593.00	513.88	501,106.88	410,271.85	62,785.04	28,049.99
Pupil Services Office	282,863.00	6,906.72	289,769.72	235,076.75	25,901.77	28,791.20
Instructional Technology Services	1,645,355.00	84,980.30	1,730,335.30	1,456,283.32	126,992.06	147,059.92
Professional Development Services	271,204.00	1,678.97	272,882.97	198,600.89	23,179.94	51,102.14
Data Team	356,991.00	26,156.00	383,147.00	348,806.72	30,064.50	4,275.78
<b>Total Instructional Services</b>	<b>3,706,973.00</b>	<b>177,818.72</b>	<b>3,884,791.72</b>	<b>3,250,769.03</b>	<b>296,010.79</b>	<b>338,011.90</b>
<b>Support Services</b>						
Finance Services	913,887.00	(5,934.70)	907,952.30	748,650.60	76,108.63	83,193.07
Personnel Services	366,560.00	2,600.37	369,160.37	320,888.51	25,163.37	23,108.49
Public Information Services	221,492.00	22,004.55	243,496.55	176,603.87	58,673.54	8,219.14
Operations and Maintenance	7,969,943.00	988,458.18	8,958,401.18	5,949,310.79	1,908,875.40	1,100,214.99
Printing and Mailing Services	267,164.00	30,296.03	297,460.03	254,600.67	38,595.74	4,263.62
Support Services Technology	1,261,126.00	25,352.97	1,286,478.97	1,093,327.77	10,000.46	183,150.74
Transportation Services	4,451,086.00	42,890.33	4,493,976.33	3,350,078.09	688,931.74	454,966.50
<b>Total Support Services</b>	<b>15,451,258.00</b>	<b>1,105,667.73</b>	<b>16,556,925.73</b>	<b>11,893,460.30</b>	<b>2,806,348.88</b>	<b>1,857,116.55</b>
<b>Central Administration</b>						
Board of Education	65,461.00	8,721.64	74,182.64	57,689.56	10,110.84	6,382.24
Superintendent's Office	327,467.00	4,477.24	331,944.24	291,233.82	33,763.70	6,946.72
<b>Total Central Administration</b>	<b>392,928.00</b>	<b>13,198.88</b>	<b>406,126.88</b>	<b>348,923.38</b>	<b>43,874.54</b>	<b>13,328.96</b>
<b>Undistributed Expenses</b>						
Debt Service & Interfund Transfers	8,560,869.00	2,808,641.87	11,369,510.87	10,609,640.86	759,068.50	801.51
Insurance & Fees	1,670,242.00	20,855.65	1,691,097.65	1,488,476.78	46,821.88	155,798.99
Employee Benefits	36,719,214.00	(423,587.03)	36,295,626.97	29,766,077.32	3,816,814.73	2,712,734.92
<b>Total Undistributed Expenses</b>	<b>46,950,325.00</b>	<b>2,405,910.49</b>	<b>49,356,235.49</b>	<b>41,864,194.96</b>	<b>4,622,705.11</b>	<b>2,869,335.42</b>
<b>TOTAL</b>	<b>125,506,510.00</b>	<b>4,533,330.75</b>	<b>130,039,840.75</b>	<b>106,378,382.46</b>	<b>16,226,694.30</b>	<b>7,434,763.99</b>

**Transfers and Adjustments Detail:**

Prior Year Encumbrances	1,796,131.75
Transfer to Bus Purchase Reserve	1,309,761.00
BAN Renewal Principal & Interest	1,427,438.00


**Total Transfers and Adjustments** 4,533,330.75

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

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>34,334,946.17</u>
	<b>Receipts:</b>			
	Taxes & Tax Items			
	Non Property Taxes	1,296,736.59		
	Local Revenues	712,195.18		
	State Aid (Lottery, Medicaid & Star Aid)	19,909.26		
	Monroe #1 BOCES			
	Interest	2,777.94		
	Transfer-Tax Cert Reserve			
	Net Transfers	20,000,000.00		
	<b>Total Receipts:</b>			<u>22,031,618.97</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers		74,446.41	
	Check # 243738-244246		1,862,383.93	
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		6,489,268.79	
	Transfer to Debt (Bond Interest)			
	Transfer to Special Aid (20% Funding)			
	Transfer to P-Card		125,524.22	
	Net Transfers		20,000,000.00	
	<b>Total Disbursements:</b>			<u>(28,551,623.35)</u>
31-May	ENDING BALANCE	<u>\$ 22,031,618.97</u>	<u>\$ 28,551,623.35</u>	<u>27,814,941.79</u>

**BANK RECONCILIATION**

BALANCE PER BANK:	29,045,036.19
ADD:	
NSF Payments	54.49
Heartland Deposit in Transit	-
SUBTRACT:	
Outstanding Checks	(1,230,148.89)
Outstanding Transfer to Special Aid	-
<b>ADJUSTED BANK BALANCE</b>	<u>27,814,941.79</u>
<b>BALANCE PER BOOKS</b>	<u>27,814,941.79</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  
SCHOOL LUNCH FUND  
Monthly Operating Report  
May 31, 2017**

CURRENT YEAR MONTHLY TOTALS	PREVIOUS YEAR MONTHLY TOTALS	2016-17 YR-TO-DATE	2015-16 YR-TO-DATE
--------------------------------	---------------------------------	-----------------------	-----------------------

**REVENUES:**

TYPE A SALES	\$ 88,626.50	\$ 76,850.00	\$ 640,844.25	\$ 607,262.25
OTHER CAFETERIA SALES	133,385.36	125,202.05	\$ 927,676.42	964,269.17
REBATES	-	-	\$ 679.47	55.92
INTEREST INCOME	92.84	51.02	\$ 519.50	326.50
INSURANCE/OTHER COMP	-	-	\$ -	-
MISCELLANEOUS INCOME	15.00	15.00	\$ 573.57	812.40
<b>TOTAL REVENUES:</b>	<b>\$ 222,119.70</b>	<b>\$ 202,118.07</b>	<b>\$ 1,570,293.21</b>	<b>\$ 1,572,726.24</b>

**EXPENDITURES**

SALARIES	\$ 60,684.87	\$ 61,017.74	\$ 573,771.15	\$ 580,602.88
EQUIPMENT	-	17,109.40	\$ 34,237.02	36,884.55
CONTRACTUAL/BOCES	514.11	984.11	\$ 15,113.10	14,282.38
FOOD & MILK USED	68,328.05	64,789.46	\$ 573,682.99	553,090.41
REPAIRS	-	1,410.98	\$ 13,037.27	10,512.47
TRAVEL/MILEAGE	73.88	-	\$ 685.90	427.15
SUPPLIES	2,844.48	2,837.84	\$ 36,416.78	43,900.37
BENEFITS	34,462.89	34,785.30	\$ 361,306.44	364,935.40
<b>TOTAL EXPENDITURES:</b>	<b>\$ 166,908.28</b>	<b>\$ 182,934.83</b>	<b>\$ 1,608,250.65</b>	<b>\$ 1,604,635.61</b>

**NET OPERATIONS:**                     \$           55,211.42   \$           19,183.24   \$   (37,957.44)   \$   (31,909.37)

**OTHER ITEMS AFFECTING FUND BALANCE**

Cumulative Change in Surplus Food Inventory	(461.07)	(397.71)
Cumulative Change in Reserve for Supplies Inventory	(113.89)	1,950.17
Change in Fund Balance:	(38,532.40)	(30,356.91)
Fund Balance at July 1	\$ 498,705.03	\$ 537,572.00
Fund Balance to date	\$ 460,172.63	\$ 507,215.09

Beginning Inventories	\$	26,100.65
Encumbrances	\$	-
Appropriated - Next Year's Budget	\$	182,630.00

Loss of State Aid (National Lunch & Breakfast Program)	\$26,328	Free & Reduced Paid
--	----------	------------------------

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

School Lunch Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 749,007.48</u>
	<b>Receipts:</b>			
	Daily Deposits	30,593.15		
	Prepays- School Lunch Office	22,918.85		
	Prepaid- via NutriKids/Heartland	144,509.30		
	Other Sales-Vending	1,447.28		
	Catering	160.25		
	Miscellaneous			
	Interest	67.40		
	Net Transfers			
	<b>Total Receipts:</b>			<u>199,696.23</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Check # 202015-202029		58,262.29	
	Payroll Funding		65,010.72	
	Void Checks			
	Transfer to Trust & Agency re: Sales Tax			
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(123,273.01)</u>
31-May	ENDING BALANCE	<u>\$ 199,696.23</u>	<u>\$ 123,273.01</u>	<u>825,430.70</u>

BANK RECONCILIATION	
<b>BALANCE PER BANK:</b>	815,470.60
<b>ADD:</b> Outstanding Deposits	9,960.10
NSF Checks	
<b>SUBTRACT:</b>	
Outstanding Checks	-
<b>ADJUSTED BANK BALANCE</b>	<u>825,430.70</u>
<b>BALANCE PER BOOKS</b>	<u>825,430.70</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  
May 31, 2017**

	2/28/2017			5/31/2017
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Private Purpose Funds (Scholarships)	75,919.12	5,214.04	12,024.00	69,109.16
Special Revenue Funds (Local Grants/Donations)	9,694.65	2,004.18	347.00	11,351.83
Consolidated Payroll	-	4,151,703.76	4,151,703.76	-
Net 1099R Distributions	-	-	-	-
NYS Employee Retirement	-	26,752.28	-	26,752.28
Income Protection (LTD)	-	13,261.63	13,261.63	-
Hospital Insurance	-	198,222.95	198,222.95	-
AFLAC	-	1,408.52	1,408.52	-
NYS Income Tax	-	255,371.82	255,371.82	-
Federal Income Tax	-	654,413.22	654,413.22	-
Federal Income Tax-1099R	-	-	-	-
Earned Income Credit	-	-	-	-
Income Execution	-	11,152.25	11,152.25	-
Association Dues	-	75,402.28	75,402.28	-
Social Security	-	915,584.94	915,584.94	-
Teacher Loans	-	19,243.00	19,243.00	-
Tax Sheltered Annuities	-	286,221.08	286,221.08	-
Bid Deposits	-	-	-	-
Other Liabilities	-	632.00	-	632.00
United Way	-	2,545.40	2,545.40	-
Life Insurance	-	7,860.74	7,860.74	-
Flex Benefits-Medical Exp.	18,306.89	44,441.12	31,381.83	31,366.18
Flex Benefits-Dependent Care	50,085.77	32,023.36	42,417.25	39,691.88
Flex Benefits-Management Fee	416.96	83.40	186.20	314.16
529 College Savings	-	-	-	-
Sales Tax	87.63	-	-	87.63
Accounts Receivable	-	-	-	-
Due from Other Funds	-	6,654,590.88	6,654,590.88	-
Due to Other Funds	1,629.59	97.58	-	1,727.17
Health Fund Reserve	2,066,901.48	162.68	59,936.55	2,007,127.61
<b>TOTALS:</b>	<b>\$ 2,223,042.09</b>	<b>\$ 13,358,393.11</b>	<b>\$ 13,393,275.30</b>	<b>\$ 2,188,159.90</b>

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

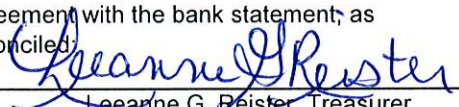
**Trust & Agency Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 2,137,428.32</u>
	<b>Receipts:</b>			
	Payroll Funding	6,654,590.88		
	FSA Deductions	38,273.94		
	General Fund- Health Fund Contributions			
	FSA/Health Fund Prefunding Credit			
	Miscellaneous	682.00		
	Interest	260.26		
	Net Transfers	1,925,369.98		
	<b>Total Receipts:</b>			<u>8,619,177.06</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers-Taxes		1,825,369.98	
	EFT Withdrawals (FSA/Health Fund Accounts)		86,926.89	
	EFT/Wire Transfers (Omni, NYS ERS & NYS Sales Tax)		286,221.08	
	Payroll Checks # 231309-231599		545,012.00	
	Direct Deposits (D262484-D265622)		3,971,285.54	
	T & A Checks #200068-200069		-	
	FSA Checks #200087		8,721.00	
	Void Checks		-	
	Net Transfers		1,925,369.98	
	<b>Total Disbursements:</b>			<u>(8,648,906.47)</u>
31-May	ENDING BALANCE	<u>\$ 8,619,177.06</u>	<u>\$ 8,648,906.47</u>	<u>2,107,698.91</u>

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

<b>BALANCE PER BANK</b>	2,311,390.14
<b>ADD:</b>	
Deposit in Transit	
<b>SUBTRACT:</b>	
Outstanding Transfer to General Fund	
Outstanding Checks	(190,270.81)
Benefit Resources - Current Month's transactions taken Next Month	(13,420.42)
<b>ADJUSTED BANK BALANCE</b>	<u>2,107,698.91</u>
<b>BALANCE PER BOOKS</b>	<u>2,107,698.91</u>

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

  
 \_\_\_\_\_  
 Leanne G. Reister, Treasurer

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

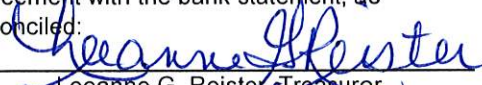
\_\_\_\_\_  
 Veronica M. Walker, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF May 2017  
Private Purpose Trusts and Special Revenue Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 85,613.77</u>
	<b>Receipts:</b>			
	Miscellaneous -Dividend & Local Money	7,210.80		
	Interest	7.42		
	Net Transfers			
	Total Receipts:			<u>7,218.22</u>
	<b>Disbursements:</b>			
	Checks 200446-200463		12,371.00	
	Void Checks			
	Net Transfers			
	Total Disbursements:			<u>(12,371.00)</u>
31-May	ENDING BALANCE	<u>\$ 7,218.22</u>	<u>\$ 12,371.00</u>	<u>80,460.99</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	91,868.99
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	(11,408.00)
<b>ADJUSTED BANK BALANCE</b>	<u>80,460.99</u>
<b>BALANCE PER BOOKS</b>	<u>80,460.99</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:  
  
 Leeanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:  
 \_\_\_\_\_  
 Veronica M. Walker, School District Clerk

**PITTSFORD CENTRAL SCHOOLS**  
**SPECIAL AID FUNDS**  
**SCHEDULE OF APPROPRIATED EXPENSE**  
**May 31, 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)	140,230.00	-	102,306.33	1,004.85	36,918.82	
Summer Enrichment (Cumulative Balance through 2017)	112,316.23	55,893.92	52,359.82	-	4,062.49	
Summer Enrichment (2017-18)	31,349.83	-	3,922.11	-	27,427.72	
<b>IDEA 611 16/17 (07/01/16-06/30/17)</b>	<b>1,361,814.00</b>		<b>962,120.09</b>	<b>173,338.38</b>	<b>226,355.53</b>	Special Education
Covers special education expenditures						
<b>IDEA 619 16/17 (07/01/16-06/30/17)</b>	<b>30,473.00</b>		<b>24,701.48</b>	<b>1,019.88</b>	<b>4,751.64</b>	Special Education
Covers pre-school educational expenses.						
<b>TITLE I 16/17 (09/01/16-08/31/17)</b>	<b>272,530.00</b>		<b>162,785.03</b>	<b>32,320.58</b>	<b>77,424.39</b>	Student Services
<b>TITLE I 15/16 (09/01/15-08/31/16)</b>	<b>493,613.00</b>	<b>261,810.00</b>	<b>92,513.92</b>		<b>139,289.08</b>	
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>	<b>181,261.00</b>		<b>71,562.78</b>	<b>56,018.38</b>	<b>53,679.84</b>	Student Services
<b>TITLE IIA GRANT 15/16 (09/01/15-08/31/16)</b>	<b>141,686.00</b>	<b>70,659.78</b>	<b>32,370.42</b>		<b>38,655.80</b>	
Enhances Teacher/Principal training and recruitment.						
<b>TITLE III GRANT 16/17 (09/01/16-08/31/17)</b>	<b>16,347.00</b>		<b>5,289.73</b>	<b>2,700.00</b>	<b>8,357.27</b>	Student Services
<b>TITLE III GRANT 15/16 (09/01/15-08/31/16)</b>	<b>11,556.00</b>	<b>2,542.15</b>	<b>544.40</b>		<b>8,469.45</b>	
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>	<b>27,612.00</b>		<b>2,181.51</b>	<b>155.70</b>	<b>25,274.79</b>	Student Services
Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards						
<b>TEACHER CENTER GRANT 2016-2017</b>	<b>43,907.00</b>		<b>29,943.33</b>	<b>852.20</b>	<b>13,111.47</b>	Teacher Center
Provides staff development opportunities for teachers.						
<b>SPECIAL ED SUMMER PROGRAMS 4408</b>	<b>356,006.33</b>		<b>356,006.33</b>			Special Education
Payments for tuition to BOCES and outside providers of summer special education programs.						
<b>SPECIAL ED SUMMER PROGRAM-In District</b>	<b>354,888.27</b>		<b>354,888.27</b>			Special Education
Expenses for staff and materials for state approved in-district special education summer program.						
<b>SPECIAL ED SUMMER PROGRAM-Related Services</b>	<b>16,974.03</b>		<b>16,974.03</b>			Special Education
Payments to outside providers and staff for related services during July and August.						
<b>SCHOOL LIBRARY SYSTEM GRANT 2015-2016</b>	<b>2,698.81</b>		<b>2,698.81</b>			Various Schools
Mini grants through BOCES for School Library Media Specialists.						
<b>STATE SUPPORTED SCHOOLS</b>	<b>265,000.00</b>		<b>198,131.62</b>	<b>62,524.50</b>	<b>4,343.88</b>	Spec Ed/Business Office
4201 Schools for the Blind and Deaf						
<b>TOTALS :</b>	<b>3,860,262.50</b>	<b>390,905.85</b>	<b>2,471,300.01</b>	<b>329,934.47</b>	<b>668,122.17</b>	



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

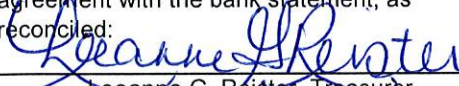
**Special Aid Funds**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			\$ 1,260,562.13
	<b>Receipts:</b>			
	Local Revenues	40,775.85		
	State Aid/Federal Aid	163,801.15		
	Transfer from General (20% funding)			
	Transfer to Special Aid Fund: write offs			
	Net Transfers			
	<u>Total Receipts:</u>			<u>204,577.00</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Check # 204333-204366		51,548.31	
	Transfer to General Fund re: DT/DF			
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		99,719.29	
	Net Transfers			
	<u>Total Disbursements:</u>			<u>(151,267.60)</u>
31-May	ENDING BALANCE	<u>\$ 204,577.00</u>	<u>\$ 151,267.60</u>	<u>1,313,871.53</u>

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

<b>BALANCE PER BANK:</b>	1,316,003.74
<b>ADD:</b> Outstanding Deposit	
Interfund Transfer from General Fund	-
<b>SUBTRACT:</b>	
Outstanding Checks	(2,132.21)
Outstanding Payment Center Fees	
<b>ADJUSTED BANK BALANCE</b>	<u>1,313,871.53</u>
<b>BALANCE PER BOOKS</b>	<u>1,313,871.53</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 May 31, 2017

DESCRIPTION	PRIOR YEAR APPROPRIATIONS	PROJECT EXPENDITURES	EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES
Bus Purchases 2016-17	1,405,000.00	-	1,405,000.00	-	-
Bus Purchases 2017-18	1,309,761.00	-	-	-	1,309,761.00
Capital 11-12 Funded by General Fund	250,000.00	244,679.88	5,320.12	-	-
Capital 12-13 Funded by General Fund	250,000.00	165,042.52	56.67	84,900.81	-
Capital 13-14 Funded by General Fund	369,200.00	89,604.53	25,730.29	22,914.68	230,950.50
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 Funded by Reserve & Obligations- Dec 11, '12 Proposition	42,239,786.00	28,413,411.42	8,762,933.10	1,662,806.37	3,400,635.11
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>46,991,147.00</b>	<b>29,330,138.35</b>	<b>10,229,840.18</b>	<b>1,770,621.86</b>	<b>5,660,546.61</b>
Debt Service	8,180,869.00	-	7,423,308.00	757,561.00	-
<b>TOTALS:</b>	<b>55,172,016.00</b>	<b>29,330,138.35</b>	<b>17,653,148.18</b>	<b>2,528,182.86</b>	<b>5,660,546.61</b>

## RESERVE BALANCES May 31, 2017

DESCRIPTION	FUND BALANCE AT 07/01/2016	APPROPRIATED AMOUNT OR ACTUAL EXPENDITURE	INTEREST/ OTHER REVENUES	APPROVED TRANSFER (In/Out)	FUND BALANCE TO DATE
Bus Purchases Funded by Reserve	4,859,240.37		3,092.36	(1,303,944.78)	3,558,387.95
Capital Reserve	12,020,904.62		7,960.91		12,028,865.53
Instructional Technology Capital Reserve	1,500,507.69		924.80		1,501,432.49
Insurance Reserve	1,219,551.74		825.05		1,220,376.79
Unemployment Insurance Reserve	412,302.12	40,000.00	280.36		372,582.48
Reserve for Liability	1,682,991.17		1,138.59		1,684,129.76
Reserve for Tax Certiorari	606,797.97		363.56	(161,678.23)	445,483.30
Employee Benefit & Accrued Liability Reserve	1,338,354.08	400,000.00	916.53		939,270.61
Reserve for Retirement Contributions	1,705,070.17	203,000.00	1,124.18		1,503,194.35
Workers' Compensation Reserve	130,025.21		69.68		130,094.89
<b>TOTALS:</b>	<b>25,475,745.14</b>	<b>643,000.00</b>	<b>16,696.02</b>	<b>(1,465,623.01)</b>	<b>23,383,818.15</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 May 2017**

Capital

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 5,225,376.88</u>
	<b>Receipts:</b>			
	Transfer from General Fund re: Due to/from			
	Transfer from General Fund re: Bus Purch. Reserve	1,309,761.00		
	BAN Proceeds			
	Interest	422.40		
	Net Transfers	56,151.74		
	<b>Total Receipts:</b>			<u>1,366,335.14</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Payroll Funding		592.08	
	Capital Checks-# 60084			
	Capital Checks-Dec 2012 Prop # 860-861		13,235.10	
	Capital Checks-Dec 2012 Prop BAN # 4229-4231		9,069.65	
	Bus Purchase Reserve Checks (200025)		33,461.30	
	Transfer to General (Remaining Bus Purchase Reserve)		5,816.22	
	Net Transfers		56,151.74	
	<b>Total Disbursements:</b>			<u>(118,326.09)</u>
31-May	ENDING BALANCE	<u>\$ 1,366,335.14</u>	<u>\$ 118,326.09</u>	<u>6,473,385.93</u>

BANK RECONCILIATION	
<b>BALANCE PER BANK:</b>	6,473,385.93
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>6,473,385.93</u>
<b>BALANCE PER BOOKS</b>	<u>6,473,385.93</u>

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

  
 \_\_\_\_\_  
 Leeanne G. Reister, Treasurer

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

\_\_\_\_\_  
 Veronica M. Walker, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF May 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-Apr	BEGINNING BALANCE			\$	6,937,545.06
	<b>Receipts:</b>				
	Transfer from General Fund				
	Interest - Reserve for Liability		142.52		
	Interest -Tax Certiorari		37.70		
	Interest- Unemployment Insurance		34.91		
	Interest- Employee Benefit & Accrued Liabilities		113.33		
	Interest- Employee Retirement Contribution		144.38		
	Interest- Workers' Compensation		11.01		
	Interest- Insurance Reserve		103.27		
	Total Receipts:				587.12
	<b>Disbursements:</b>				
	EFT Withdrawals				
	Transfer to General Fund				
	Total Disbursements:				-
31-May	ENDING BALANCE		\$ 587.12	\$ -	6,938,132.18

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

<b>BALANCE PER BANK:</b>	6,938,132.18
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	6,938,132.18
<b>BALANCE PER BOOKS</b>	6,938,132.18

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

  
\_\_\_\_\_  
Leanne G. Reister, Treasurer

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

\_\_\_\_\_  
Veronica M. Walker, School District Clerk

**PITTSFORD CENTRAL SCHOOLS**  
**BANK RECONCILIATION FOR THE MONTH OF May 2017**  
**Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$18,391,305.89</u>
	<b>Receipts:</b>			
	Interest - Bus Purchase Reserve	413.23		
	Interest - Capital Reserve	784.57		
	Interest - Capital IT Reserve	127.06		
	Transfer from Capital Fund	5,816.22		
	<b>Total Receipts:</b>			<u>7,141.08</u>
	<b>Disbursements:</b>			
	Transfer to Capital Fund		1,309,761.00	
	<b>Total Disbursements:</b>			<u>(1,309,761.00)</u>
31-May	ENDING BALANCE	<u>\$ 7,141.08</u>	<u>\$ 1,309,761.00</u>	<u>17,088,685.97</u>

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

<b>BALANCE PER BANK:</b>	17,088,685.97
<b>ADD:</b>	-
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>17,088,685.97</u>
<b>BALANCE PER BOOKS</b>	<u>17,088,685.97</u>

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

  
 \_\_\_\_\_  
 Leeanne G. Reister, Treasurer

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

\_\_\_\_\_  
 Veronica M. Walker, School District Clerk

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

Debt Service Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			\$ 1,145,280.79
	<b>Receipts:</b>			
	Transfer from General Fund (per appropriations)			
	Transfer from Capital Fund (Assuming BAN Premium)			
	Interest	80.42		
	Net Transfers			
	<u>Total Receipts:</u>			<u>80.42</u>
	<b>Disbursements:</b>			
	Checks (001044)			
	Depository Trust Company (Wires)			
	Net Transfers			
	<u>Total Disbursements:</u>			<u>-</u>
31-May	ENDING BALANCE	<u>\$ 80.42</u>	<u>\$ -</u>	<u>1,145,361.21</u>

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

BALANCE PER BANK:	1,145,361.21
ADD:	
SUBTRACT:	
ADJUSTED BANK BALANCE	<u>1,145,361.21</u>
BALANCE PER BOOKS	<u>1,145,361.21</u>

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

  
 \_\_\_\_\_  
 Leanne G. Reister, Treasurer

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

\_\_\_\_\_  
 Veronica M. Walker, School District Clerk

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


Zero Balance Accounts: Purchasing Card

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ -</u>
	<b>Receipts:</b>			
	Transfer from General Fund	125,524.22		
	<b>Total Receipts:</b>			<u>125,524.22</u>
	<b>Disbursements:</b>			
	JP Morgan Chase Withdrawal		125,524.22	
	<b>Total Disbursements:</b>			<u>(125,524.22)</u>
31-May	ENDING BALANCE	<u>\$ 125,524.22</u>	<u>\$ 125,524.22</u>	<u>-</u>

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

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 May 31, 2017

SCHOOL	BEGINNING BALANCE 7/1/2016	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 3/31/2017
Allen Creek Elementary	2,005.71	1,149.30	712.07	2,442.94
Jefferson Road Elementary	1,699.92	3,510.00	4,230.69	979.23
Mendon Center Elementary	8,148.62	14,348.58	13,433.38	9,063.82
Park Road Elementary	4,304.11	4,875.00	4,502.51	4,676.60
Thornell Road Elementary	5,323.60	5,720.06	5,868.72	5,174.94
Barker Road Middle School	31,240.54	102,934.85	99,186.58	34,988.81
Calkins Road Middle School	61,416.17	83,372.01	77,230.82	67,557.36
Sutherland High School	65,409.59	93,908.94	88,012.62	71,305.91
Mendon High School	81,416.01	215,669.30	181,778.30	115,307.01
<b>TOTALS :</b>	<b>260,964.27</b>	<b>525,488.04</b>	<b>474,955.69</b>	<b>311,496.62</b>

BANK RECONCILIATION			
COMBINED BALANCES PER BANK:			325,359.51
ADD:	Outstanding Deposits / Bank Adjustments		442.00
	NSF Checks		75.00
SUBTRACT:	Outstanding Checks		(14,379.89)
ADJUSTED BANK BALANCE			<u>311,496.62</u>
BALANCE PER BOOKS			<u>311,496.62</u>



**PITTSFORD CENTRAL SCHOOL DISTRICT**  
 Budgetary Transfer Report  
 Current Appropriation - Effective From: 05/01/2017 To: 05/31/2017  
 Fiscal Year: 2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
<b>Fund: A - GENERAL FUND</b>						
05/08/2017	020161	<b>TRANSFER FUNDS FROM SCHOOL SUPPORT TO COVER THE DEFICIT IN HEALTH SERVICES.</b>				
			A341-2100-500 R	MHS SchISuppt Supplies	-12.50	
			A341-2850-500 R	MHS Co-Curric Supplies		12.50
05/08/2017	020360	<b>TO COVER INVOICE &amp; DEFICIT FROM RENTAL SERVICES.</b>				
			A300-2855-441 R	HS Athletics Officials Fe	-1,687.00	
			A300-2855-409 R	HS Athletics Hockey Rent		1,687.00
05/08/2017	020405	<b>Transfer needed to cover musical instrument repairs.</b>				
			A115-2110-500 R	PR Tch RegSch Supplies	-100.00	
			A115-2164-455 R	PR Music Instr Equip Rpr		100.00
05/08/2017	020441	<b>TO COVER THE COST OF PRINT CARTRIDGES.</b>				
			A340-2116-500 R	SHS Business Supplies	-562.00	
			A340-2100-505 R	SHS SchI Suppt Prnt Cart		562.00
05/08/2017	020567	<b>REIMBURSE FUNDS SPENT FOR KEEP GRANT FOR MONROE TRANSPORTATION TO CORNELL.</b>				
			A340-2167-500 R	SHS PhysEd Supplies	-380.00	
			A340-2182-500 R	SHS SocStudies Supplies	-70.00	
			A340-2100-400 R	SHS SchISuppt Contr Svc		450.00
05/08/2017	020568	<b>COST FOR AP ART HISTORY TRAINING &amp; TRAVEL IN JUNE.</b>				
			A340-2140-500 R	SHS HealthEd Supplies	-500.00	
			A340-2164-500 R	SHS Music Instr Supplies	-80.00	
			A340-2100-465 R	SHS SchISuppt Trav Conf		580.00
05/08/2017	020572	<b>TO COVER THE COST OF EXTRA OVERTIME FEES &amp; SHIPPING CHARGES &amp; MILEAGE COSTS.</b>				
			A340-2113-500 R	SHS Art Supplies	-180.00	
			A340-2134-500 R	SHS World Lang Supplies	-32.00	
			A340-2158-500 R	SHS Math Supplies	-30.00	
			A340-2165-500 R	SHS Music Vocal Supplies	-180.00	
			A340-2100-173 R	SHS SchISuppt OT/Extra hr		372.00
			A340-2100-466 R	Mileage		20.00
			A340-2176-500 R	SHS Science Supplies		30.00
05/09/2017	020639	<b>To cover cost of PE Supplies.</b>				
			A112-2110-500 R	AC Tch RegSch Supplies	-1.00	
			A112-2167-500 R	AC PhysEd Supplies		1.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
 Budgetary Transfer Report  
 Current Appropriation - Effective From: 05/01/2017 To: 05/31/2017  
 Fiscal Year: 2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/08/2017	020640	To cover mileage costs.	A113-2100-500 R	JR SchISuppt Supplies	-14.93	
			A113-2020-466 R	JR Supr RegSch Mileage		14.93
05/09/2017	020648	TO PROVIDE FUNDS TO PAY FOR TRAVEL & CONFERENCE.	A232-2100-500 R	CR SchISuppt Supplies	-129.13	
			A232-2100-465 R	CR SchISuppt Trav Conf		129.13
05/09/2017	020650	TO COVER THE COST OF SUPPLIES.	A340-2100-500 R	SHS SchISuppt Supplies	-1.00	
			A340-2176-500 R	SHS Science Supplies		1.00
05/09/2017	020661	TRANSFER FUNDS FROM SCHOOL SUPPORT TO ART TO COVER DEFICIT.	A341-2100-500 R	MHS SchISuppt Supplies	-98.42	
			A341-2113-500 R	MHS Art Supplies		98.42
05/11/2017	020738	To cover supplies and mileage costs.	A341-2100-500 R	MHS SchISuppt Supplies	-15.15	
			A341-2100-466 R	MHS SchISuppt Mileage		2.20
			A341-2815-500 R	MHS HealthSv Supplies		12.95
05/11/2017	020768	To provide funds for library supplies.	A114-2610-400 R	MC Library Contracted Svc	-897.36	
			A114-2610-455 R	MC Library Equip Rpr	-250.00	
			A114-2610-500 R	MC Library Supplies		1,147.36
05/12/2017	020892	To cover the cost of membership fees.	A113-2110-494 R	JR Visiting Author-BOCES	-300.00	
			A113-2020-468 R	JR Supr RegSch Membership		300.00
05/12/2017	020895	To cover mileage costs.	A113-2100-465 R	JR SchISuppt Trav Conf	-19.63	
			A113-2020-466 R	JR Supr RegSch Mileage		19.63
05/15/2017	020914	To cover membership costs.	A520-2830-466 R	PS Mileage	-100.00	
			A520-2830-468 R	PS Memberships		100.00
05/15/2017	021234	TO COVER THE COST OF SUPPLIES.	A830-9060-800 R	BEN Hospital Medical	-3,967.91	
			A112-2110-500 R	AC Tch RegSch Supplies		3,967.91

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
 Budgetary Transfer Report  
 Current Appropriation - Effective From: 05/01/2017 To: 05/31/2017  
 Fiscal Year: 2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/15/2017	021235	To cover the cost of Goodall Start-All battery starter/compressor for the Transportation Dept.	A610-1310-200 R	FIN BusAdmn Equipment	-650.00	
			A670-5510-200 R	TRN Equipment		650.00
05/16/2017	021330	To provide funds for BOCES workshop.	A520-2830-466 R	PS Mileage	-152.50	
			A520-2830-490 R	PS BOCES		152.50
05/17/2017	021359	To cover the cost of General Supplies to pay for an AED replacement battery.	A113-2110-494 R	JR Visiting Author-BOCES	-144.26	
			A113-2100-500 R	JR SchISuppt Supplies		144.26
05/17/2017	021385	To cover the cost of library supplies.	A115-2610-400 R	PR Library Contracted Svc	-45.10	
			A115-2610-500 R	PR Library Supplies		45.10
05/17/2017	021391	TO COVER THE COST OF SUPPLIES.	A830-9060-800 R	BEN Hospital Medical	-16.05	
			A112-2110-500 R	AC Tch RegSch Supplies		16.05
05/18/2017	021395	To cover the cost of membership costs.	A410-2251-465 R	SpEd Office Trav Conf	-229.00	
			A420-2255-468 R	Memberships		229.00
05/18/2017	021398	To cover the cost of library supplies.	A115-2110-500 R	PR Tch RegSch Supplies	-7.78	
			A115-2610-500 R	PR Library Supplies		7.78
05/22/2017	021399	To cover the cost of supplies for remainder of school year.	A640-1620-400 R	OM Contracted Services	-50,000.00	
			A640-1620-500 R	OM Supplies		50,000.00
05/18/2017	021472	FOR COSTS ASSOCIATED WITH BOCES MODEL SCHOOLS.	A300-2280-490 R	HS Career Tech BOCES Svc	-20,100.00	
			A470-2110-490 R	BOCES Tch RegSch BOCES Sv		20,100.00
05/18/2017	021475	TO COVER THE COST OF BOCES CONFERENCES.	A300-2280-490 R	HS Career Tech BOCES Svc	-5,400.00	
			A510-2010-490 R	CURINS BOCES Services		5,400.00
05/18/2017	021523	To order copy paper.	A830-9060-800 R	BEN Hospital Medical	-2,004.92	
			A232-2100-506 R	CRMS SchI Suppt Copy Pap		2,004.92

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
 Budgetary Transfer Report  
 Current Appropriation - Effective From: 05/01/2017 To: 05/31/2017  
 Fiscal Year: 2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/22/2017	021649	<b>To cover the costs of contracted services.</b>		A440-2837-500 R	SPSV ESOL Supplies	-900.00
			A520-2830-400 R	PS Contracted Services		900.00
05/22/2017	021656	<b>To cover the costs of Professional Development and Print Services through BOCES.</b>		A830-9060-800 R	BEN Hospital Medical	-13,636.00
			A510-2010-490 R	CURINS BOCES Services		2,953.00
			A650-1670-490 R	Print&Mail BOCES Service		10,683.00
05/22/2017	021657	<b>To provide funds to cover the cost of supplies.</b>		A113-2100-492 R	JR SchISuppt Copier Rnt	-125.00
			A113-2100-500 R	JR SchISuppt Supplies		125.00
05/23/2017	021746	<b>For Budget vote ballots.</b>		A830-9060-800 R	BEN Hospital Medical	-8,000.00
			A710-1060-500 R	BOE Dist Mtg Supplies		8,000.00
05/23/2017	021749	<b>FOR STUDENT CHAIRS FOR MHS.</b>		A830-9060-800 R	BEN Hospital Medical	-7,460.24
			A341-2100-500 R	MHS SchISuppt Supplies		7,460.24
05/23/2017	021750	<b>FOR MUSIC STORAGE CABINETS FOR MHS.</b>		A610-1310-200 R	FIN BusAdmn Equipment	-3,665.00
			A341-2100-200 R	MHS SchISuppt Equipment		3,665.00
05/23/2017	021773	<b>TO COVER THE COST OF VARIOUS CARPET AND LINOLEUM FLOOR REPLACEMENT IN ALL SCHOOLS.</b>		A640-1622-420 R	OM Utilities Natural Gas	-200,000.00
			A640-1620-400 R	OM Contracted Services		200,000.00
05/26/2017	021783	<b>To cover costs for district security.</b>		A640-1625-500 R	OM Security Supplies	-1,000.00
			A340-2111-400 R	SHS-Security Contractual		1,000.00
05/23/2017	021784	<b>TO COVER THE COST OF SPRING PAVING CONTRACTOR LABOR THROUGHOUT THE DISTRICT.</b>		A640-1622-420 R	OM Utilities Natural Gas	-85,000.00
			A640-1620-400 R	OM Contracted Services		85,000.00
05/23/2017	021785	<b>TO COVER THE COST OF SUPPLIES.</b>		A640-1622-420 R	OM Utilities Natural Gas	-15,000.00
			A640-1621-500 R	OM Maint/Cust Supplies		15,000.00
05/23/2017	021786	<b>TO COVER THE COST OF PAPER PRODUCT ORDERS.</b>		A640-1622-420 R	OM Utilities Natural Gas	-10,000.00
			A640-1621-500 R	OM Maint/Cust Supplies		10,000.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
 Budgetary Transfer Report  
 Current Appropriation - Effective From: 05/01/2017 To: 05/31/2017  
 Fiscal Year: 2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/23/2017	021788	ASPHALT FOR SPRING PAVING.				
			A640-1622-420 R	OM Utilities Natural Gas	-75,000.00	
			A640-1621-500 R	OM Maint/Cust Supplies		75,000.00
05/23/2017	021791	BLINDS FOR CLASSROOM WINDOWS.				
			A640-1622-420 R	OM Utilities Natural Gas	-5,000.00	
			A640-1621-500 R	OM Maint/Cust Supplies		5,000.00
05/24/2017	021943	TO COVER THE COST OF TRAVEL & CONFERENCE FUNDED BY THE DELEVAN GRANT.				
			A830-9060-800 R	BEN Hospital Medical	-300.00	
			A340-2100-465 R	SHS SchISuppt Trav Conf		300.00
05/25/2017	021961	To cover the cost of supplies.				
			A640-1620-400 R	OM Contracted Services	-50,000.00	
			A640-1620-500 R	OM Supplies		50,000.00
05/30/2017	021995	To cover the cost of equipment rental for budget revote.				
			A630-1480-465 R	INF Travel and Conference	-552.25	
			A630-1480-400 R	INF Contracted Services		552.25
05/26/2017	022043	TO COVER COSTS OF LAPTOPS AND DESKTOPS IN OUR REPLACEMENT PLAN.				
			A530-2630-180 R	ITS Computer Inst Sup/Tec	-53,910.00	
			A530-2630-182 R	ITS Computer Inst Aux Sal	-55,600.00	
			A530-2630-490 R	ITS Computer Inst BOCES		109,510.00
05/26/2017	022057	To cover the cost of a replacement lawnmower.				
			A610-1310-200 R	FIN BusAdmn Equipment	-1,685.00	
			A640-1621-200 R	OM Custodial Equipment		1,685.00
05/30/2017	022111	To cover the cost of print & electronic communication services.				
			A630-1480-465 R	INF Travel and Conference	-3,000.00	
			A630-1480-460 R	INF Prnt & Elctrc Comm		3,000.00
05/30/2017	022128	To cover spring paving supplies and labor.				
			A640-1622-418 R	OM Utilities Electricity	-90,000.00	
			A640-1620-400 R	OM Contracted Services		40,000.00
			A640-1620-500 R	OM Supplies		50,000.00

# PITTSFORD CENTRAL SCHOOL DISTRICT

## Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2017 To: 05/31/2017

Fiscal Year: 2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A100-2100-172 R	ES SchSppt Para Longevity		8,900.00
			A100-2165-121 R	ES Music Vocal Tchr Salar		5,717.00
			A112-2100-173 R	AC SchISuppt OT/Extra hrs		79.20
			A114-2100-173 R	MC SchISuppt OT/Extra hrs		3.21
			A117-2100-173 R	TR SchISuppt OT/Extra hrs		259.59
			A200-2100-172 R	MS SchSppt Para Longevity		5,300.00
			A200-2164-131 R	MS Music Instr Tchr Salar		5,882.00
			A200-2257-145 R	Sp Ed-Unified Sprts Chape		40.00
			A200-2815-173 R	MS HealthSv OT/Extra hrs		63.42
			A200-2855-441 R	MS Athletics Officials Fe		492.15
			A231-2100-173 R	BR SchISuppt OT/Extra hrs		134.75
			A232-2100-173 R	CR SchISuppt OT/Extra hrs		70.04
			A300-2100-172 R	HS SchSppt Para Longevity		3,750.00
			A300-2100-173 R	HS SchISuppt OT/Extra hrs		447.97
			A300-2250-131 R	HS SpEd Tchr Salary		13,620.75
			A300-2855-139 R	HS Athletics-Other Employ		8,760.15
			A300-2855-441 R	HS Athletics Officials Fe		1,360.66
			A341-2100-173 R	MHS SchISuppt OT/Extra hr		380.17
			A410-2251-161 R	SpEd Office Clerk Salary		2,796.38
			A460-2815-141 R	NonPubSv Nurse Subs		217.14
			A511-2043-135 R	STD HomeCons Sci InstrLd		4,310.00
			A511-2055-135 R	STD Psych InstrLdr Stipen		5,316.00
			A540-2173-161 R	ProfDev TC Clerk Salary		1,960.03
			A640-1620-172 R	OM-Longevity Award		1,150.00
			A830-2110-172 R	BEN Longevity Award NTch		4,500.00
<b>Total for Fund A - GENERAL FUND</b>					<b>-930,616.25</b>	<b>930,616.25</b>


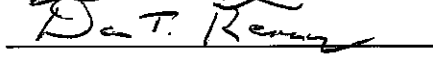
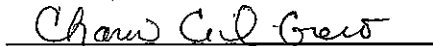
Director of Finance  
(money is available and allowable)

Assistant Superintendent for Business Approval

Date of Treasurer's Report for BOE review

Date Completed

Person Completing

  
  
7/11/2017  
6/7/2017  


**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budget Status Report As Of: 06/30/2017  
Fiscal Year: 2017

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
100-2100-172 <del>100-2100-161</del>	ES SchSppt Para Longevity	28,900.00	0.00	28,900.00	37,800.00	0.00	-8,900.00 ✓
100-2165-121 <del>100-2167-121</del>	ES Music Vocal Tchr Salar	428,872.00	9,734.00	438,606.00	367,951.88	76,371.12	-5,717.00 ✓
112-2020-468	AC Supr RegSch Membership	100.00	-21.00	79.00	279.00	0.00	-200.00 ✓
112-2100-173 <del>100-2100-173</del>	AC SchISuppt OT/Extra hrs	0.00	79.99	79.99	159.19	0.00	-79.20 ✓
114-2020-468	MC Supr RegSch Membership	500.00	0.00	500.00	593.00	0.00	-93.00 ✓
114-2100-173 <del>100-2100-173</del>	MC SchISuppt OT/Extra hrs	0.00	1,014.84	1,014.84	1,018.05	0.00	-3.21 ✓
117-2100-173	TR SchISuppt OT/Extra hrs	0.00	1,612.18	1,612.18	1,871.77	0.00	-259.59 ✓
200-2100-172 <del>200-2100-161</del>	MS SchSppt Para Longevity	10,850.00	0.00	10,850.00	16,150.00	0.00	-5,300.00 ✓
200-2164-131 <del>200-2165-131</del>	MS Music Instr Tchr Salar	589,824.00	2,520.29	592,344.29	490,994.63	107,231.66	-5,882.00 ✓
200-2257-145 <del>200-2250-131</del>	Sp Ed-Unified Sprts Chape	0.00	648.87	648.87	688.87	0.00	-40.00 ✓
200-2815-173 <del>200-2815-162</del>	MS HealthSv OT/Extra hrs	1,200.00	1,237.14	2,437.14	2,500.56	0.00	-63.42 ✓
<del>200-2850-456</del>	Extraclassroom Activity	0.00	0.00	0.00	1,400.00	0.00	-1,400.00 ✓
200-2855-441 <del>200-2857-441</del>	MS Athletics Officials Fe	15,733.00	-450.00	15,283.00	15,775.15	0.00	-492.15 ✓
231-2100-173 <del>200-2100-173</del>	BR SchISuppt OT/Extra hrs	0.00	913.56	913.56	1,048.31	0.00	-134.75 ✓
232-2100-173	CR SchISuppt OT/Extra hrs	0.00	929.77	929.77	999.81	0.00	-70.04 ✓
232-2250-500	CR SpEd Supplies	800.00	0.00	800.00	817.95	0.00	-17.95 ✓
300-2100-172 <del>300-2100-161</del>	HS SchSppt Para Longevity	11,100.00	0.00	11,100.00	14,850.00	0.00	-3,750.00 ✓
300-2100-173 <del>200-2100-173</del>	HS SchISuppt OT/Extra hrs	6,300.00	-2,361.73	3,938.27	4,386.24	0.00	-447.97 ✓
300-2250-131 <del>100-2250-131</del>	HS SpEd Tchr Salary	1,399,105.00	46,749.86	1,445,854.86	1,185,707.68	273,767.93	-13,620.75 ✓
<del>300-2850-456</del>	Extraclassroom Activity	0.00	0.00	0.00	1,400.00	0.00	-1,400.00 ✓
300-2855-139 <del>300-2855-137</del>	HS Athletics-Other Employ	134,258.00	-49.50	134,208.50	142,968.65	0.00	-8,760.15 ✓
300-2855-441 <del>300-2857-441</del>	HS Athletics Officials Fe	77,957.00	-1,687.00	76,270.00	77,630.66	0.00	-1,360.66 ✓
341-2020-468	MHS Supr RegSch Membership	900.00	0.00	900.00	1,139.00	0.00	-239.00 ✓
341-2100-173 <del>200-2100-173</del>	MHS SchISuppt OT/Extra hr	0.00	1,430.97	1,430.97	1,811.14	0.00	-380.17 ✓
341-2100-466	MHS SchISuppt Mileage	0.00	102.20	102.20	128.95	0.00	-26.75 ✓
341-2113-500	MHS Art Supplies	10,100.00	-372.16	9,727.84	8,798.25	979.99	-50.40 ✓
341-2250-500	MHS SpEd Supplies	1,350.00	645.00	1,995.00	1,996.80	0.00	-1.80 ✓
410-2251-161 <del>410-2251-173</del>	SpEd Office Clerk Salary	89,560.00	0.00	89,560.00	87,450.31	4,906.07	-2,796.38 ✓
460-2815-141 <del>100-2815-141</del>	NonPubSv Nurse Subs	1,300.00	115.51	1,415.51	1,632.65	0.00	-217.14 ✓
511-2043-135	STD HomeCons Sci InstrLd	0.00	0.00	0.00	4,310.00	0.00	-4,310.00 ✓
511-2055-135 <del>&gt;511-2052-135</del>	STD Psych InstrLdr Stipen	1,385.00	0.00	1,385.00	6,701.00	0.00	-5,316.00 ✓
540-2173-161 <del>540-2173-144</del>	ProfDev TC Clerk Salary	31,628.00	1,775.05	33,403.05	31,434.98	3,928.10	-1,960.03 ✓
640-1620-172 <del>&gt;100-2100-161</del>	OM-Longevity Award	12,500.00	0.00	12,500.00	13,650.00	0.00	-1,150.00 ✓
830-2110-172	BEN Longevity Award NTch	13,500.00	0.00	13,500.00	18,000.00	0.00	-4,500.00 ✓
<del>830-9055-800-</del>	BEN Disability Insurance	50,000.00	0.00	50,000.00	43,040.02	16,948.37	-9,988.39 ✓
<b>Total GENERAL FUND</b>		<b>2,917,722.00</b>	<b>64,567.84</b>	<b>2,982,289.84</b>	<b>2,587,084.50</b>	<b>484,133.24</b>	<b>-88,927.90</b>

*J. Kenney* 5/31/17

*J. Kenney*

# 022313 ccg  
6/2/17

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budget Status Report As Of: 06/30/2017

Fiscal Year: 2017

Fund: A GENERAL FUND

**Selection Criteria**

Criteria Name: Private: LR NEG BUDGET CODES Modified  
Where: Budget.APPR\_CURR<(Budget.ENC\_OUT+Budget.EXP)  
Fund: A  
Budget type: Current Year  
As Of Date: 06/30/2017  
Sort by: Fund/Loc(Gen Fund) /Function  
Printed by LEEANNE REISTER



# Pittsford Schools

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

Fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
Assistant Superintendent for Business

To: Michael Pero  
Superintendent

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

Date: July 6, 2017

Re: 2017-2018 Food Service Budget

As you know, June 30<sup>th</sup> marks the completion of our fourth year on non-participation in the Federal or State Child Nutrition program. While we are still in the process of closing the books we are able to make accurate projections on program performance. Four years ago, due to the loss of Federal and State subsidy of the program, we projected an operation deficit of more than \$300,000. The strategy was to utilize the School Lunch Fund's healthy Fund Balance to help support the program while we took measures to regain our customer base. I am pleased to report that it appears that the year will end with an approximate deficit of approximately **\$69,000** and resultant use of fund balance, far below the budgeted \$182,000. It is important to note that approximately **\$69,000** is attributable to continuing to provide Free and Reduced Price lunches and breakfast to eligible families. Taking this into account, the operational loss in the School Lunch program in 2016-17 is **attributed in whole** to these costs.

This year saw an increase to Type A meal sales, in part due to a price increase for lunches and increased participation. Further monitoring of expenses by all Food Service staff helped protect the bottom line by employing the following measurers:

- Not utilizing substitute workers when possible
- Controlling waste and encouraging students to eat the foods rather than discarding it
- Deferred equipment replacement and preventative maintenance
- Cooperative bidding of food and supplies
- Implementing more cost effective yet healthy recipes
- Reduction of labor hours thus increasing meals per labor hour
- Employees paying a larger portion of health insurance
- Declining NYS Employee Retirement System rates
- Managing increases in food costs

Five years ago when we considered no longer participating in the Federal Child Nutrition Program we also anticipated that restoring our customer base would be a slow and lengthy process. In

2011-2012, just prior to the new Federal Standards our Average Daily Participation (ADP) was approximately 44%. In 2012-13, the first year of these standards, ADP dropped to 31%. In 2013-14, the first year that we opted out ADP increased to 35%. We are continuing to build that base and are now steadily increasing.

In light of the above facts and as a result of our many meetings and analysis throughout the year, we believe the improved sales and financial performance indicates we are on the right path. Due to healthy ala carte options, the increased cost to purchase these items and an effort to steer students to healthy choices, we do recommend raising some ala carte prices as necessary but not increase meal pricing.

We also recommend the 2017-18 Proposed Budget of \$1,879,081 which is a 1.67% decrease from the 2016-17 budget. We also recommend **no** increase to breakfast and lunch prices for the 2017-18 school year. We recognized that our efforts to contain salaries and benefits have been successful, thus resulting in a slight decrease to the overall budget. To remain within the budget we will continue with the following efficiency and revenue enhancement measures:

- Continue to refine labor staffing and assigned hours of work as the program dictates
- Free and Reduced Lunch Verification Procedures – despite no longer being in the Federal Program, the Board of Education wanted to continue to provide healthy foods to Free and Reduced students that met the same criteria as the Federal Personal Income Guidelines. We will continue this practice for 2017-18, with the following changes established:
  - Federal Law requires an income verification process every October on only 3% of those that have applied. The law also allows those that were eligible the previous June to be carried forward to receive meals in September and October. The law also allows an eligible family to remain eligible for the entire school year even if there is a change in their income status during the school year.
  - Since we are no longer in the Federal Program, we are really running our own Free and Reduced program and therefore our income verification process commences in the spring. There is no need for “automatic carryover” in the fall. Also, we are performing income verification on all applicants not just 3% of those who applied, and may do so throughout the year.

Some challenges we continue to face that impede our financial recovery are:

- It is important for everyone to remember:
  - School Food Service is not required
  - Especially now that we are no longer in the Federal Program, we truly are a self-supporting Business Entity. However, you can see below there are many things a school does that puts constraints on our business that no other business must contend with.
- Free and Reduced eligible students comprise approximately 4% of the District’s enrollment; they comprise more than 10% of complete lunch sales and that is a sale with all cost and no revenue. (Non-residents comprise 40% of the Free and Reduced eligible students.)
- Open Campus – while having some security and liability concerns it also lowers ADP.

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](http://www.pittsfordschools.org)

- Ordering In – Some schools allow students to order take-out or parents drop off takeout. This poses security concerns from propped open doors and unidentified packages dropped off at main offices, as well as office and security staff off task when getting food to students. Students eat the take-out in the cafeteria and our program pays for napkins, straws, plates, utensils, waste collection and cleaning.
- When outside groups have Pizza Days and buy third party pizza, or fundraisers, etc. it diminishes sales and customer base, yet again they often utilize Food Service facilities and supplies. There also could be a perceived discrimination question when paying students buy the fundraiser pizza, but Free and Reduced students are eating a school lunch.
- When year-end parties and picnics are held and the Food Service staff are not notified, this causes the staff to prepare food for a normal serving day, thus increasing costs and waste while decreasing revenues for that serving day.
- NYS mandated minimum wage increases will directly affect the Food Service Department.

During the past year we have made progress and will continue to work with District and building level administration to better understand the above items and their impacts. The Food Service program provides a valuable option to students and faculty, one that many rely heavily on from time to time. Therefore, it is important to not take it for granted, but protect the fragile business balance of the entity by being thoughtful of decisions and the potential impact on the School Food Service department.

***THEREFORE BE IT RESOLVED*** THAT THE Board of Education of the Pittsford Central School District hereby approves the 2017-2018 School Food Service budget of \$1,879,081 down 1.67% from 2016-17.

*DTK:kd*

*C: L. Reister  
P. Vangellow  
H. Evans*

**PITTSFORD CSD SCHOOL LUNCH BUDGET 2017-18**

REVENUES:	Adopted Revenue	Actual Revenue	Adopted Revenue	Estimated Revenue	Proposed Revenue	Percent Change
	2015-16	2015-16	2016-17	2016-17	2017-18	
Student Sales	608,530	654,640	707,498	692,985	702,990	
Adult Sales	52,297	52,034	53,070	49,770	52,296	
Ala Carte Sales	958,536	999,111	942,438	945,123	920,404	
Vending Sales	17,346	17,136	16,199	14,206	15,910	
Catering	9,500	9,163	9,143	10,560	7,500	
State and Federal Aid	-	-	-	-	-	
Interest/Other/Commodities	300	1,415	300	2,328	1,000	
Appropriated Fund Balance	280,502	38,867	182,630	64,139	178,981	
	<b>\$ 1,927,011</b>	<b>\$ 1,772,367</b>	<b>\$ 1,911,278</b>	<b>\$ 1,779,111</b>	<b>\$ 1,879,081</b>	-1.67%

APPROPRIATIONS:	Adopted Appropriation	Actual Expenditure	Adopted Appropriation	Estimated Appropriation	Estimated Appropriation	Percent Change
	2015-16	2015-16	2016-17	2016-17	2017-18	
Salaries	662,630	669,610	695,776	667,680	690,812	
Food Inventory/Supplies	698,633	636,613	671,056	648,546	679,162	
Contractual/Repairs	31,108	26,369	61,108	29,194	47,940	
Equipment	35,000	36,885	35,000	34,237	25,000	
Benefits	461,022	402,891	448,338	399,454	436,167	
	<b>\$ 1,927,011</b>	<b>\$ 1,772,367</b>	<b>\$ 1,911,278</b>	<b>\$ 1,779,111</b>	<b>\$ 1,879,081</b>	-1.67%

**BREAKFAST & LUNCH PRICES:**

	2013-14	2014-15	2015-16	2016-17	2017-18
	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>
Elementary	\$2.75	\$2.75	\$2.75	\$3.00	\$3.00
Middle School	\$3.00	\$3.00	\$3.00	\$3.25	\$3.25
High School	\$3.00	\$3.00	\$3.00	\$3.25	\$3.25
Adult	\$4.50	\$4.50	Ala Carte	\$5.00	\$5.00

**ALA CARTE PRICES:**

- Sandwich/Hot entrée
- Sub or Wrap
- Fruit&yogurt parfait
- Pizza Slice
- Soup
- Fresh Fruit
- Snacks
- Ice Cream
- Cookie
- Milk
- Juice
- Bottled Water

## ALA Carte Prices – 2017-2018

<u>HOT SANDWICHES</u>	\$2.50
<u>COLD SANDWICHES</u>	\$2.50
<u>SUB OR WRAP</u>	\$4.00

<u>SALADS</u>	
Yogurt – 4 oz.	\$0.75
Yogurt – 8 oz.	\$1.25
Fruit and Yogurt Parfait	\$2.50
Gourmet Salad	\$4.00

<u>SNACKS</u>	
Baked Chips	\$0.90
Scooby-Do Snacks	\$0.75
Fruit Roll-Ups	\$0.90

<u>ICE CREAM</u>	
Cups	\$0.90
Bars	\$0.90
Premium	\$1.50

<u>HOT ENTREES</u>	\$2.50
<u>PIZZA SLICE</u>	\$2.50
<u>CHICKEN BOWL</u>	\$3.50

<u>SIDE DISHES</u>	
String Cheese	\$0.75
Fruit Cup/Vegetable Side	\$0.75
Fresh Fruit (1 piece)	\$0.90
Potato/Rice/Pasta	\$1.00
Soup with 1 pack crackers	\$1.50
Chowder/Chili with 1 pack crackers	\$2.00

<u>BEVERAGES</u>	
Milk – ½ Pint	\$0.60
Fruit Juice – 4oz.	\$0.60
Bottled Water	\$1.25
G2/Ice	\$2.00
Coffee/Tea – 12 oz.	\$1.50
Coffee – 16 oz.	\$1.75
Canned Beverages/ Capri Sun	\$1.50
Hot Cocoa-12 oz	\$2.50
Hot Cocoa-16oz	\$3.00

<u>CONDIMENTS</u>	
Margarine	\$0.10
Jelly	\$0.10
Cream Cheese	\$0.60
Peanut Butter	\$0.60
Dressing	\$0.60

<u>BAKED GOODS</u>	
Graham Crackers	\$0.25
Animal Crackers	\$0.50
Small Cookie	\$0.50
Muffin	\$0.75
Cereal	\$0.90
Bagel	\$1.25
Rice Krispy Treat	\$1.25
Pop Tart	\$1.50

Adult Lunch=Main Entrée plus 2 sides	\$5.00
**Taxes <u>WILL</u> apply**	

<u>PLASTIC/PAPER PRODUCTS</u>	
Plastic Utensil	\$0.05
Napkin	\$0.05
Straw	\$0.05
Water Cup	\$0.05
Cutlery Kit	\$0.10
Tray with Compartments	\$0.10
Dish – 5 oz.	\$0.10
Coffee Cup	\$0.25

STUDENTS ARE **NOT** ALLOWED TO PURCHASE ALA CARTE ITEMS IF THEY HAVE OUTSTANDING CHARGES

---

# Pittsford Schools

---

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

Fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
*Assistant Superintendent for Business*

To: Michael Pero  
Superintendent

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

Date: July 6, 2017

Re: 2016-2017 Internal Audit Risk Assessment

In June 2016, the Board of Education accepted and approved the Internal Audit Risk Assessment Report as recommended by the district Audit Oversight Committee (AOC) for the year ending June 30, 2016.

In March 2017, EFPR Group, LLP (“EFPR”, formally EFP Rotenberg), reviewed relevant reports and met with administrative staff to update the District’s risk profile. The AOC has reviewed and had the opportunity to pose questions to our internal auditors concerning the report for the year ended June 30, 2017. The AOC recommends approval and acceptance of the updated Internal Control Risk Assessment as presented.

I have provided a copy of the report and a resolution for the board of Education to accept the report.

***BE IT RESOLVED*** that the Board of Education at its regular meeting of July 11, 2017 accepts the internal auditor’s Risk Assessment Audit report as presented to and recommended by the Audit Oversight Committee for the year ended June 30, 2017.

*DTK:kd*

*Attachment*

*Cc: L. Reister*

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

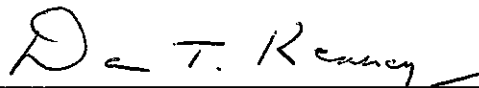
## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: July 11, 2017  
TOPIC: 17-18 Industrial Arts Supplies  
Advertised Date: May 8, 2017 *The Daily Record*  
Bid Opening Date: May 16, 2017  
FUNDS: 2017-2018 Industrial Art Technology Budget, Each Building

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

Item Bid	RECOMMENDED VENDOR	AMOUNT
Industrial Arts Supplies:	Kelvin LP	437.00
	Metco Supply	3,372.91
	Midwest Technology Prod.	731.00
	T & R Black's Hardware	494.80
	Cook Iron Store Co.	326.31
	Paxton Patterson	773.45
		<u>\$ 6,135.47</u>

**Comments:** Industrial Art Supplies Bid runs from date awarded by BOE to May 31, 2018. The bid was reviewed by Peter Pratt, District Leader for Industrial Art; Jessica Zepp, Purchasing Assistant; and Karen L. Houston, Purchasing Agent. Bid represents 75 items. It is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. Vendors offered catalog discounts for items ordered during the 17-18 school year.



Darrin Kenney, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

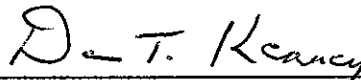
## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: July 11, 2017  
BID TITLE: Nurse & Medical Trainer Supplies  
DATE ADVERTISED: May 8, 2017 *The Daily Record*  
DATE BID OPENING: May 16, 2017  
FUNDS: 2017-2018 Budget, Athletic Department and Each Building

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
<b>Nurse &amp; Trainer Supplies</b>	Performance Health Supply dba Medco	1,545.56
	Metco Supply Inc.	25.45
	Moore Medical LLC	2,375.82
	Henry Schein Inc.	2,220.56
	School Health Corporation	605.80
	<b>TOTAL:</b>	<b>\$ 6,773.19</b>

**Comments:** Nurse & Medical Trainer Supplies Bid runs from Board award date through January 31, 2018. Bid represents 209-items; 206-items awarded. Bid responses were reviewed by Cynthia Chambers, District Leader for School Nurses; Ian Cramer, Athletic Trainer; Jessica Zepp, Purchasing Assistant; and Karen Houston, Purchasing Agent. Bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting required specifications. Items purchased from this bid are identified on an ongoing basis by budget managers in the departments and schools.



Darrin Kenney, Assistant Superintendent for Business



# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: July 11, 2017  
BID TITLE: Physical Ed Supplies & Equipment  
DATE ADVERTISED: May 8, 2017 *The Daily Record*  
DATE BID OPENING: May 16, 2017  
FUNDS: 2017-2018 Budget, Each Building

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
<i>Physical Ed Supplies</i>	Gopher Sport	312.45
	School Specialty	1,322.81
	Pyramid Paper Company	938.00
	Nasco Education LLC	1,513.69
	Laux Sporting Goods	286.00
	Varsity Brands Holding Co. dba BSN Sports	2,343.31
	S&S Worldwide	407.82
<b>TOTAL:</b>	<b>\$</b>	<b>7,124.08</b>

**Comments:** PE Supplies Bid runs from Board award date through May 31, 2018. Bid represents 63-items. Bid responses were reviewed by Esther Marino, District Leader for Physical Education; Jessica Zepp, Purchasing Assistant; and Karen Houston, Purchasing Agent. Bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting required specifications.



Darrin Kenney, Assistant Superintendent for Business