

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
MONDAY, JUNE 24, 2019  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

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AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. APPROVAL OF MINUTES: June 10, 2019 (BOARD ACTION)
- V. PUBLIC COMMENT  
*The Board of Education offers this time for those wishing to express public opinion. When addressing the Board, you will be asked to clearly state your name and address and limit your comment/s to approximately three minutes in order for the Board to accomplish the evening's agenda.*
- VI. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board President's
    - 2. Executive Committee
    - 3. Information Exchange Committee
    - 4. Labor Relations Committee
    - 5. Legislative Committee
    - 6. Steering Committee
    - 7. Communications Outreach Advisory Committee
  - B. Other Meeting Reports
  - C. Dates to Remember
    - 1. **6/29/19** – Sutherland High School Graduation – 10:00 a.m. – RIT Gordon Field House
    - 6/29/19** – Mendon High School Graduation – 2:00 p.m. – RIT Gordon Field House
    - 2. 7/9/19 – Summer Workshop – 8:00 a.m.-3:00 p.m.
    - 7/9/19 – (**Tuesday**) Regularly Scheduled Reorganization & Regular Meeting – **5:00 p.m.**
    - 3. 7/10/19 – Summer Workshop – 8:00 a.m.-12:00 p.m./12:00-2:30 **BOE Attendance**
  - D. Approval of Superintendent's Contract (BOARD ACTION)
- VII. FINANCIAL REPORT – Mr. Kenney
  - A. Action Items:
    - 1. Acceptance of Treasurer's Report – May 31, 2019 (BOARD ACTION)
    - 2. Fund Balance Management Resolution (BOARD ACTION)
    - 3. BOCES ESY 2019 & 2019/2020 Transportation Contract (BOARD ACTION)
    - 4. Extension Apple Transportation Contract for 2019/2020 (BOARD ACTION)
    - 5. Bid Award (See Consent Agenda)
      - 1. Student(s) with Special Needs Transportation RFB #19-02 Reject
      - 2. Fresh Bagels, Food Service
  - B. Discussion:
  - C. Other:
- VIII. HUMAN RESOURCE REPORT – Mr. Leone
  - A. Action Items:
    - 1. Professional Staff Report (BOARD ACTION)
    - 2. Support Staff Report (BOARD ACTION)
  - B. Discussion:
  - C. Other:

- IX. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items:
    - 1. 2018/19-2019/20 Special Education District Plan Resolution (BOARD ACTION)
    - 2. Settlement Agreement Resolution (BOARD ACTION)
    - 3. Committee on Special Education: (**See Consent Agenda**)  
Amendments – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation/Annual Reviews, Reevaluations CPSE –CSE Transitions, Requested Reviews, Requested Reviews CPSE-CSE Transition, Transfer Student – Agreement No Meeting.
    - 4. Sub-Committee on Special Education: (**See Consent Agenda**)  
Amendment, Amendments – Agreement No Meetings, Annual Reviews, Reevaluation/Annual Reviews, Requested Reviews.
    - 5. Committee on Preschool Special Education: (**See Consent Agenda**)  
Amendments – Agreement No Meetings, Annual Review/Reevaluation Meetings, Annual Review Meetings.
  - B. Discussion:
  - C. Other:
  
- X. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. Gifts to the District (See Consent Agenda)
      - a. Donation of \$2,000.00 from PTSA to the Pittsford CSD Unified Sports program.
      - b. Donation of \$2,000.00 from PTSA to support the Sources of Strength program at Mendon and Sutherland High Schools.
  - B. Discussion:
  - C. Other:
  
- XI. CONSENT AGENDA (BOARD ACTION)
  - A. Bid Awards
  - B. Committee on Special Education
  - C. Sub-Committee on Special Education
  - D. Committee on Preschool Special Education
  - E. Gifts to the District
  
- XII. OLD BUSINESS
  
- XIII. NEW BUSINESS
  
- XIV. PUBLIC COMMENT
  
- XV. ADJOURNMENT/RECESS (BOARD ACTION)



**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)**

For Board  
Approval

PITTSFORD CENTRAL SCHOOL DISTRICT

Board of Education Meeting

Monday, June 10, 2019

Barker Road Middle School

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The REGULAR MEETING of the Pittsford Central School District Board of Education began at 5:30 p.m. in the Board Room, Barker Road Middle School on Monday, June 10, 2019.

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

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

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

1. At 5:30 p.m., the Board immediately convened into an Executive Session for the purpose of discussing the employment of a particular person, where no official business was conducted.

2. Motion was made by Mrs. Baum, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session at 6:23 p.m.

**APPROVED:  
ADJOURNMENT**

Vote: Unanimously carried

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

4. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski 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

5. Mendon H.S. and Sutherland H.S. students gave a presentation on Roc2Change. They described their experiences and take-aways from the summits they have attended. Pittsford will host the next summit in November 2019.

6. 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 minutes of its May 13, 2019, meeting.

**APPROVED:  
MINUTES  
5/13/19**

Vote: Unanimously carried

7. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its May 28, 2019, meeting.

**APPROVED:  
MINUTES  
5/28/19**

Vote: Unanimously carried

8. Mrs. Thomas noted that all Monroe County School Board meeting dates have finished for the school year with the exception of the Communications Outreach Advisory Committee (COAC). Mrs. McCluski noted that the COAC would meet over the summer with a date to be determined. Mr. Aroesty reported on the recent Audit Oversight Committee meeting. Mrs. Thomas noted Mendon HS and Sutherland HS upcoming graduation on June 29<sup>th</sup>.

110.

9. Motion was made by Mrs. McCluski, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the internal auditor's Updated Risk Assessment Audit report as presented to and recommended by the Audit Oversight Committee for year ended June 30, 2019.  
Vote: Unanimously carried

**APPROVED:  
2018-2019 RISK  
ASSESSMENT  
REPORT**

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

**APPROVED:  
TRS RESERVE**

WHEREAS, the Pittsford Central School District participates in the New York State Teachers' Retirement System ("TRS"); and

WHEREAS, on October 14, 2008, the Board of Education of the Pittsford Central School District by resolution established a Retirement Contribution Reserve Fund known as the Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the Pittsford Central School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a sub-fund within the Retirement Contribution Reserve Fund (ERS) to be known as the TRS - Retirement Contribution Reserve Sub-Fund;
2. The source of funds for this Reserve Sub-Fund shall be:
  - a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
  - b. such revenues as are not required by law to be paid into any other fund or account;
  - c. such other funds as may be legally appropriated; and
  - d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.
3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.
4. No member of the Board of Education or employee of the District shall:
  - a. authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
  - b. expend any money withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.

5. The moneys contributed annually to the Reserve Sub-Fund shall not exceed 2% of the total compensation or salaries of all teachers (as that term is defined in Education Law §501[4]) employed by the District who are members of TRS paid during the immediately preceding fiscal year.
6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers (as that term is defined in Education Law §501[4]) employed by the District who are members of TRS paid during the immediately preceding fiscal year.
7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.
8. The chief fiscal officer shall account for this Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.
9. This Resolution shall take effect immediately.

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

**APPROVED:**  
**BOCES 1**  
**CAPITAL**  
**PROJECT BOND**

WHEREAS, the Board of Cooperative Educational Services, First Supervisory District of Monroe County (the "BOCES") has heretofore been created and this School District is one of the component school districts thereof; and

WHEREAS, the BOCES intends to undertake a capital improvement project (the "Project") consisting of renovations, alterations and improvements to the buildings and facilities located at the BOCES campus on O'Connor Road, Fairport, New York (the "Campus"), including: (i) career and technical classrooms throughout the Campus, including, but not limited to, Cosmetology, Culinary, CISCO, Precision Manufacturing and Welding Forman Center Building 1, 2, 3 and Forman Center Building 4,5,6; (ii) O' Connor Academy (Foreman Center Building 9, 10) including reconfiguration of the teaching kitchen, gym, mechanical trades and other classroom renovations, exterior work of the building envelope, reconstruction of roofs and site work; (iii) Building 1-2-3 "Red Entry" or Visitor Entrance reconfiguration, repaving of driveways and parking areas; (iv) masonry reconstruction throughout the Campus; (v) replacement of various finishes, including but not limited to carpeting, painting and ceiling tile; (vi) replacement of roof-top HVAC units and heat pumps throughout the Campus; (vii) roof replacement at 11 Linden Park; and (viii) replacement of exterior and interior doors throughout the Campus, at a maximum cost of \$22,000,000; and

WHEREAS, by a resolution adopted on February 28, 2019, the BOCES Board of Education determined that (i) the Project constituted an "Unlisted" action within the meaning of the New York State Environmental Quality Review Act and the regulations of the New York State Department of Environmental Conservation adopted thereunder (6 N.Y.C.R.R. Part 617) (collectively "SEQRA"); (ii) assumed "lead agency" status for purposes of conducting a coordinated review of the Project under SEQRA; and (iii) determined that the actions to be

**112.**

undertaken in connection with the Project will not have a significant impact on the environment and issued a "Negative Declaration" under SEQRA to such effect; and

WHEREAS, in furtherance thereof, the BOCES and each of the component school districts of the BOCES have entered into an agreement in accordance with Section 1950(14) of the Education Law providing for such construction and equipping of the Project at such maximum cost and the allocation and apportionment of such maximum cost among such component school districts, the payment by each such component school district of its respective share to the BOCES and other matters incidental thereto; and

WHEREAS, said agreement has heretofore been duly executed by BOCES and by each of the component school districts thereof; and

WHEREAS, pursuant to Section 1950(14) of the Education Law, neither the approval of the voters of the component school districts, nor the voting of a special tax or a tax to be collected in the installments are conditions precedent to the adoption by the boards of education of each respective component school district of BOCES of bond resolutions authorizing the financing of their respective proportionate share of the aforesaid maximum costs; and

WHEREAS, it is now desired to provide for the financing by this School District of its share of the aforesaid maximum cost, as authorized by said Section 1950(14) of the Education Law;

NOW THEREFORE BE IT RESOLVED, by the Board of Education of the Pittsford Central School District, New York (hereinafter referred to as the "School District"), as follows:

Section 1. The specific object or purpose to be financed pursuant to this resolution is the School District's share of the maximum cost of the Project, as more fully described in the preambles hereto (the "purpose"), such share being \$2,833,573 (which share of said costs constitutes the maximum estimated cost thereof to the School District, for purposes of Section 32.00 of the Local Finance Law). Said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of (i) the issuance of up to \$2,833,573 in serial bonds of the School District, as authorized in section 2 of this resolution and, if desirable, bond anticipation notes and renewals thereof in anticipation of the issuance of such serial bonds; and (ii) the payment of the principal on said bonds and notes and the interest thereon as the same shall become due and payable by the application of State aid available therefor and, to the extent necessary, the levy and collection of taxes on all the taxable real property in the School District. Investment earnings on such obligations shall be applied to either the debt service on such obligations, or to the costs of the aforesaid purpose within the School District's share amount as set forth above or as proportionately increased within the overall BOCES authorization.

Section 2. The School District is hereby authorized to issue up to \$2,833,573 principal amount of serial bonds pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law") to finance its share of the cost of the Project.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid purpose is thirty years, pursuant to subparagraph (b) of Section 1950(14) of the Education Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell the bonds herein authorized and the bond anticipation notes in anticipation of the issuance and sale of such bonds, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer, or to the Vice President of the Board in the event of the absence or unavailability of the President. Such bonds and notes shall be of such terms, forms and contents, and shall be sold in such manner, as may be prescribed by said President or Vice President of the Board of Education, consistent with the provisions of the Local Finance Law.

Section 5. All other matters except as provided herein relating to the bonds and notes herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein, and the manner of execution of the same and also including the consolidation with other issues, the determination to issue Bonds with substantially level or declining annual debt service, all contracts for, and determinations with respect to, credit or liquidity enhancements, if any, shall be determined by the President of the Board of Education, or by the Vice President of the Board in the event of the absence or unavailability of the President. Such bonds and notes shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the President or Vice President of the Board of Education shall determine consistent with the provisions of the Local Finance Law.

Section 6. It is hereby determined and declared that the School District reasonably expects to reimburse the general fund (or such other fund as may be utilized), not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

Section 7. The validity of such bonds and notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or
- 2) The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution, or a summary thereof, shall be published in each official newspapers of the School District, together with a notice of the School District Clerk substantially in the form provided in Section 81.00 of the Local Finance Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Amy Thomas, Board President	Voting	<b>YES</b>
Kim McCluski, Board Vice President	Voting	<b>YES</b>
Ted Aroesty, Board Member	Voting	<b>YES</b>
Valerie Baum, Board Member	Voting	<b>YES</b>
Irene Narotsky, Board Member	Voting	<b>YES</b>
René Sanchez-Kazacos, Board Member	Voting	<b>YES</b>
Peter Sullivan, Board Member	Voting	<b>YES</b>

This resolution was thereupon declared duly adopted.

114.

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

**APPROVED:  
PROFESSIONAL  
STAFF REPORT**

**A. Change of Status - Part-time to Probationary Appointment - Teacher**

Name: Alexis Aponte  
Position: MCE Kindergarten  
Type of Position: Probationary  
Tenure Area: Elementary  
Probationary Period: 09/03/2019-09/02/2023  
Certification: Initial  
Salary: \$47,131  
Effective Date: September 3, 2019

Name: Stephanie Calvaruso  
Position: MCE Reading  
Type of Position: Probationary  
Probationary Period: 09/03/2019-09/02/2023  
Certification: Professional  
Salary: \$68,008  
Effective Date: September 3, 2019

Name: William Dixon  
Position: SHS Mathematics  
Type of Position: Probationary  
Tenure Area: Mathematics  
Probationary Period: 09/03/2019-09/02/2023  
Certification: Professional  
Salary: \$61,322  
Effective Date: September 3, 2019

**B. Appointment - Teacher**

Name: MarChelle Ransom  
Position: PRE Grade 4  
Type of Position: Probationary  
Tenure Area: Elementary  
Probationary Period: 09/03/2019-09/02/2023  
Certification: Initial  
Salary: \$47,401  
Effective Date: September 3, 2019

**C. Resignation - School Related Professional**

Sally Twaits - letter attached  
Danielle Andolina - letter attached



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

**APPROVED:  
SUPPORT  
STAFF REPORT**

**CLERICAL**

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Nancy Benson	Clerical Substitute			5/28/19	\$12.25/hr
Laura Behrns	School Lunch Aide Sub			6/3/19	\$11.10/hr

**TRANSPORTATION**

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Thomas Meisch	On-Call Bus Driver	TMF		5/28/19	\$15.18/hr
Karen Yatteau	Bus Attend. AM/PM	TMF	4.5 hrs	5/23/19	\$11.65/hr

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>YEARS OF SVC</u>	<u>DATE</u>
Thomas Meisch	Bus Driver AM/PM	TMF	1 month	5/24/19

**CUSTODIAL/MAINTANANCE**

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Nicholas Cerbone	Summer Student Help	Tech.	per diem	6/3/19	\$11.10/hr
John Wikiera	Summer Student Help	Tech.	per diem	5/28/19	\$11.10/hr
Jeffrey Conklin	Security Worker	SHS	8 hrs/day	6/3/19	\$26,852
Christopher Knight	Summer Student Help	TMF	per diem	7/1/19	\$11.10/hr

14. Special Education Report: Mrs. Woods noted that all items would be acted upon this evening under the Consent Agenda.

15. Mrs. Woods noted the first reading of the 2018/19 - 2019/20 Special Education District Plan that will come back to the Board at its next meeting for action.

16. 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 Pittsford District Teachers' Association (PDTA) Contract commencing July 1, 2019 and terminating June 30, 2023.  
Vote: Unanimously carried

**APPROVED:  
PDTA  
CONTRACT**

17. Mr. Pero noted the remarkable process to settle the PDTA contract where brainstorming, problem solving and working together were at the forefront of negotiations.

18. Mr. Pero noted the two-day workshop on July 9<sup>th</sup> and 10<sup>th</sup> that will focus on equity and inclusivity.

19. Motion was made by Mrs. Baum, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:  
Vote: Unanimously carried

**APPROVED:  
CONSENT  
AGENDA**

**Bid Awards:**

Athletic Supplies & Equipment	Various Vendors	\$26,237.51
19-20 Beverage (Juice, Gatorade, & water)	Kimmins Coffee	\$50,803.35

116.

Custodial Supplies	Various Vendors	\$25,521.62
Athletic Supplies	Various Vendors	\$56,625.69

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

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

Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation/Annual Reviews, Requested Review, Transfer Student – Agreement No Meeting.

Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Review Meetings, Re-evaluation/Annual Review Meetings, Amendment No Meeting.

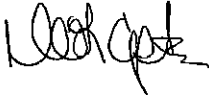
20. Public Comment: Resident M. Graham spoke on later school start times. Resident J. Canning asked about consultants for the summer workshop. Mr. Pero noted the national consulting group - Generation Ready as the group that will be working with the district for the summer workshop. Student M. Golembiewski and past student, J. Chang touched on mental health supports.

21. Motion was made by Mrs. McCluski, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 7:38 p.m.

**APPROVED:  
ADJOURNMENT**

Vote: Unanimously carried

Respectfully submitted,



Deborah L. Carpenter  
School District Clerk

# PITTSFORD CENTRAL SCHOOL DISTRICT

## TREASURER'S REPORT

### May 31, 2019

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, 2019.

#### GENERAL FUND

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- The District received their proportionate share of sales tax from Monroe County in the amount of \$1,350,303 for the first quarter of 2019 (see page 4).
- The District received, from other districts, \$45,042 for Health Services for the 2018-19 school year (see page 4).

#### SCHOOL LUNCH FUND

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- The school lunch program had net operations of \$61,083 for the month of May (see page 6).

#### TRUST & AGENCY FUND

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

#### SPECIAL AID FUND

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

#### CAPITAL, DEBT AND RESERVE FUNDS

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- Capital and Debt Service Funds have an unencumbered balance of \$3,395,756. The unencumbered balance increased after voter authorization on May 15, 2018 of \$1,021,349 from the Bus Purchase Reserve (see page 13).
- Reserve fund balances total \$30,067,779. The total reflects the transfer of the \$1,021,349 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, 2019**

**GENERAL FUND**

	4/30/2019 Balance	Receipts	Disbursements	5/31/2019 Balance
Cash in Banks - Checking	\$ 10,804,784.84	\$ 11,803,240.49	\$ 11,603,034.49	\$ 11,004,990.84
Money Market Account-Chase	387,558.26	223.83	-	387,782.09
Money Market Account- Key	432,639.46	73.49	-	432,712.95
Money Market Account- M & T	4,567,435.53	3,880.79	-	4,571,316.32
Money Market Account- CNB	500,691.95	34.02	-	500,725.97
Chase Purchasing Card	-	221,190.32	221,190.32	-
Investments (See Schedule)	22,137,251.50	18,076.44	10,054,500.00	12,100,827.94
	<b>\$ 38,830,361.54</b>	<b>\$ 12,046,719.38</b>	<b>\$ 21,878,724.81</b>	<b>\$ 28,998,356.11</b>

**RESERVES**

	4/30/2019 Balance	Receipts	Disbursements	5/31/2019 Balance
Unemployment Reserve (Checking)	\$ 385,942.43	\$ 49.05	\$ -	\$ 385,991.48
Workers' Compensation Reserve	360,740.67	45.85	-	360,786.52
Reserve for Tax Certiorari (Checking)	1,090,497.04	138.60	-	1,090,635.64
Employee Retirement Contribution	2,305,944.26	293.09	-	2,306,237.35
Reserve for Liability (Checking)	1,600,627.01	203.44	-	1,600,830.45
Insurance Reserve (Checking)	1,186,767.90	150.84	-	1,186,918.74
Capital Reserve	16,142,741.80	2,053.50	-	16,144,795.30
Bus Purchase Reserve	5,438,017.91	691.17	1,021,349.00	4,417,360.08
Employee Benefit Reserve	2,665,647.59	338.80	-	2,665,986.39
Instructional Technology Capital Reserve	1,806,007.14	229.54	-	1,806,236.68
Investments (See Schedule)	-	-	-	-
	<b>\$ 32,982,933.75</b>	<b>\$ 4,193.88</b>	<b>\$ 1,021,349.00</b>	<b>\$ 31,965,778.63</b>

**SCHOOL LUNCH FUND**

	4/30/2019 Balance	Receipts	Disbursements	5/31/2019 Balance
Cash in Banks - Checking	\$ 244,170.27	\$ 218,343.92	\$ 161,180.54	\$ 301,333.65
Money Market Account-Chase	507,950.90	64.56	-	508,015.46
	<b>\$ 752,121.17</b>	<b>\$ 218,408.48</b>	<b>\$ 161,180.54</b>	<b>\$ 809,349.11</b>

**CAPITAL FUND**

	4/30/2019 Balance	Receipts	Disbursements	5/31/2019 Balance
Cash in Banks - Checking	\$ 84,410.88	\$ 10.68	\$ 6,995.64	\$ 77,425.92
Capital-Dec 2012 Proposition-BAN	1,230,624.46	447.40	1,228,877.11	2,194.75
Bus Purchase Reserve -Capital	0.00	1,021,349.00	-	1,021,349.00
	<b>\$ 1,315,035.34</b>	<b>\$ 1,021,807.08</b>	<b>\$ 1,235,872.75</b>	<b>\$ 1,100,969.67</b>

**SPECIAL AID FUND**

	4/30/2019 Balance	Receipts	Disbursements	5/31/2019 Balance
Cash in Banks - Checking	\$ 676,055.64	\$ 24,442.00	\$ 141,912.55	\$ 558,585.09
Money Market Account-Chase	-	-	-	-
	<b>\$ 676,055.64</b>	<b>\$ 24,442.00</b>	<b>\$ 141,912.55</b>	<b>\$ 558,585.09</b>

# PITTSFORD CENTRAL SCHOOLS

## INVESTMENT SCHEDULES

*As of May 31, 2019*

### GENERAL FUND

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
5/3/2019	7/2/2019	CNB	5,062,663.02	2.15%	60	17,892.70
4/10/2019	6/9/2019	CNB	2,038,164.92	2.15%	60	7,203.38
5/16/2019	6/15/2019	Chase	5,000,000.00	2.09%	30	8,589.04
			12,100,827.94			\$ 33,685.12

Our current interest rates are as follows:

JP Morgan Chase Checking	0.11% -0.25%
JP Morgan Chase Money Market	0.68%
Key Checking	0.15%
Key Money Market	0.15% -0.20%
Canandaigua National Bank Money Market	0.08%
M & T Money Market -General Fund	1.00%

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

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

**General Fund Accounts (Checking and Money Market)**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>16,693,110.04</u>
	<b>Receipts:</b>			
	Taxes & Tax Items			
	Non Property Taxes	1,350,302.81		
	Local Revenues	346,347.31		
	State Aid (Grant In Aid)			
	Transfer from CD	10,080,594.47		
	Medicaid	23,091.55		
	Interest	7,014.74		
	Net Transfers			
	<b>Total Receipts:</b>			<u>11,807,350.88</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers		104,901.79	
	Check # 252438-252788		3,761,733.09	
	ACH #000427-000455		1,710.39	
	Transfer to Capital Re: DT/DF			
	Transfer to Debt Service Re: Bond		708,361.00	
	Transfer to Health Fund/T&A Re: DT/DF			
	Payroll Funding		6,805,512.90	
	Transfer to CD			
	Void Checks		(476.74)	
	Transfer to P-Card		221,190.32	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(11,602,932.75)</u>
31-May	ENDING BALANCE	<u>\$ 11,807,350.88</u>	<u>\$ 11,602,932.75</u>	<u>16,897,528.17</u>

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

<b>BALANCE PER BANK:</b>	16,913,942.35
<b>ADD:</b>	
NSF Payments	152.61
Outstanding Deposit (Pittsford Payment Center)	
<b>SUBTRACT:</b>	
Outstanding Checks	(16,566.79)
Outstanding Transfer to Special Aid Fund	
<b>ADJUSTED BANK BALANCE</b>	<u>16,897,528.17</u>
<b>BALANCE PER BOOKS</b>	<u>16,897,528.17</u>

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

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

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

\_\_\_\_\_  
Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS**

**GENERAL FUND**

Monthly Statement of Revenues  
May 31, 2019

DESCRIPTION	BUDGETED REVENUES WITH ADJUSTMENTS	REV. REC'D 5/31/2019	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	93,372,931.79	-	93,292,448.84	93,292,448.84	(80,483)
Other Payments in Lieu of Taxes	83,570.00	-	74,656.34	83,570.00	-
STAR Tax Relief Program	7,087,623.21	-	7,087,623.21	7,087,623.21	-
Interest & Penalties	515.00	-	1,422.38	1,422.38	907
County Sales Tax	5,122,343.00	1,350,302.81	4,363,680.54	5,622,343.00	500,000
Textbook Charges	600.00	-	-	600.00	-
Tuition - Individuals	-	-	7,440.00	7,440.00	7,440
Other Student Charges	15,000.00	34.10	1,834.32	15,000.00	-
Admissions	13,521.00	480.00	15,284.85	15,284.85	1,764
Tuition - Other Districts	125,000.00	-	-	125,000.00	-
Health Services - Other Districts	215,000.00	45,042.46	241,501.63	244,586.73	29,587
Interest Earned on Investments	150,000.00	51,306.08	547,191.98	547,191.98	397,192
Rental of Real Property	80,000.00	1,050.00	56,481.37	80,000.00	-
Rental of Buses	2,000.00	-	4,579.60	4,579.60	2,580
Commissions	-	-	82.95	82.95	83
Sale of Scrap and Excess Materials	1,000.00	-	1,634.89	1,634.89	635
Sale of Equipment	50,000.00	-	151,395.00	151,395.00	101,395
Insurance Recoveries	40,000.00	6,629.01	30,131.01	40,000.00	-
Other Compensation for Loss	2,000.00	83.84	1,899.13	2,000.00	-
Refund for BOCES Aided Services	285,000.00	-	510,521.98	510,521.98	225,522
Refund of Prior Years Expense	60,000.00	1.03	269,914.57	269,914.57	209,915
Gifts and Donations	30,000.00	(3,055.31)	43,418.64	43,418.64	13,419
Unclassified Revenues	170,000.00	51,749.33	189,204.85	189,204.85	19,205
State Aid - General Operating/Foundation Aid	5,324,265.20	11,545.77	4,608,183.98	5,361,702.20	37,437
State Aid - Excess Cost	2,736,039.00	-	1,782,164.30	2,736,039.00	-
State Aid - Building Aid	7,007,757.00	-	6,459,491.83	6,968,137.00	(39,620)
State Aid - Lottery Aid	4,231,408.25	-	4,231,408.25	4,231,408.25	-
State Aid - Lottery Grant	777,346.86	-	777,346.86	777,346.86	-
State Aid - Commercial Gaming Grant	84,033.69	-	84,033.69	84,033.69	-
State Aid - BOCES	2,298,431.00	-	521,137.75	2,295,891.00	(2,540)
State Aid - Textbooks	360,568.00	-	361,733.00	361,733.00	1,165
State Aid - Software Aid	96,696.00	-	95,513.00	95,513.00	(1,183)
State Aid - Hardware Aid	88,572.00	-	87,488.00	87,488.00	(1,084)
State Aid - Library Mat. Aid	40,344.00	-	39,850.00	39,850.00	(494)
State Aid - Other Charter School CSBT	1,400.00	-	2,000.00	2,000.00	600
State Aid - Grant In Aid	200,000.00	-	191,695.00	191,695.00	(8,305)
State Aid - Other FDK Conversion	649,150.00	-	-	737,387.00	88,237
State Aid - Other Urban Suburban	950,257.00	-	-	1,287,622.00	337,365
Medicaid Assistance	40,000.00	11,545.78	167,361.13	150,000.00	110,000
Interfund Transfers	-	-	-	-	-
Appropriated Fund Balance	2,854,508.00	-	-	2,854,508.00	-
Reserve for Encumbrances	2,653,050.21	-	-	2,653,050.21	-
Appropriated Reserve: Liability	50,000.00	-	-	50,000.00	-
Appropriated Reserve: Workers Compensation	20,000.00	-	-	20,000.00	-
Appropriated Reserve: EBALR	400,000.00	-	-	400,000.00	-
Appropriated Reserve: Capital	575,000.00	-	-	575,000.00	-
Appropriated Reserve: Bus	610,000.00	-	-	610,000.00	-
Appropriated Reserve: ERS	203,000.00	-	-	203,000.00	-
Appropriated Reserve: Unemployment Res	40,000.00	-	-	40,000.00	-
Appropriated Reserve: Bus Purchase Reserve	-	-	44,999.57	44,999.57	45,000
<b>TOTALS:</b>	<b>\$ 139,197,930.21</b>	<b>\$ 1,526,714.90</b>	<b>\$ 126,346,754.44</b>	<b>\$ 141,193,667.25</b>	<b>\$ 1,995,737.04</b>

# PITTSFORD CENTRAL SCHOOLS

## GENERAL FUND

### Schedule of Appropriated Expenses

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
<b>School Operations</b>						
Elementary Schools	19,088,557.00	207,451.89	19,296,008.89	14,988,377.17	3,019,211.10	1,288,420.62
Middle School	14,018,513.00	82,238.46	14,100,751.46	11,491,999.36	2,245,359.86	363,392.24
High School	19,559,451.00	348,117.00	19,907,568.00	16,446,042.61	2,826,779.89	634,745.50
<b>Total School Operations</b>	<b>52,666,521.00</b>	<b>637,807.35</b>	<b>53,304,328.35</b>	<b>42,926,419.14</b>	<b>8,091,350.85</b>	<b>2,286,558.36</b>
<b>Central Student Programs &amp; Services</b>						
Special Education Office	489,990.00	78,903.81	568,893.81	405,855.62	72,306.74	90,731.45
Special Education Services	1,243,917.00	1,477.99	1,245,394.99	914,439.68	215,993.68	114,961.63
Out of District Spec. Ed Programs	6,574,787.00	406,938.29	6,981,725.29	5,386,130.79	531,080.84	1,064,513.66
Special Services	651,058.00	157.03	651,215.03	511,322.55	109,997.45	29,895.03
Summer Programs	24,000.00	3,154.00	27,154.00	23,567.00	433.00	3,154.00
Non Public Services	428,928.00	21,618.00	450,546.00	355,561.66	18,464.50	76,519.84
BOCES	455,240.00	(89,487.97)	365,752.03	334,383.71	15,216.29	16,152.03
<b>Total Central Programs &amp; Services</b>	<b>9,867,920.00</b>	<b>422,761.15</b>	<b>10,290,681.15</b>	<b>7,931,261.01</b>	<b>963,492.50</b>	<b>1,395,927.54</b>
<b>Instructional Services</b>						
Curriculum & Instruction Services	715,265.00	158,523.20	873,788.20	596,179.46	214,612.22	62,996.52
Standards of Performance	509,204.00	4,270.91	513,474.91	399,071.35	69,928.85	44,474.71
Pupil Services Office	301,901.00	22,363.11	324,264.11	245,965.10	60,465.62	17,833.39
Instructional Technology Services	1,647,597.00	1,153,506.59	2,801,103.59	2,148,081.22	585,518.60	67,503.77
Professional Development Services	258,905.00	3,962.21	262,867.21	210,810.51	20,011.89	32,044.81
Data Team	406,019.00	662.21	406,681.21	368,926.26	31,870.22	5,884.73
<b>Total Instructional Services</b>	<b>3,838,891.00</b>	<b>1,343,288.23</b>	<b>5,182,179.23</b>	<b>3,969,033.90</b>	<b>982,407.40</b>	<b>230,737.93</b>
<b>Support Services</b>						
Finance Services	917,391.00	31,573.62	948,964.62	811,010.52	87,652.02	50,302.08
Personnel Services	415,423.00	6,954.83	422,377.83	346,898.61	39,773.25	35,705.97
Public Information Services	354,982.00	1,150.88	356,132.88	274,896.95	35,265.98	45,969.95
Operations and Maintenance	7,947,709.00	1,181,993.99	9,129,702.99	6,388,181.75	1,845,413.12	896,108.12
Printing and Mailing Services	285,498.00	17,956.82	303,454.82	284,254.80	12,738.26	6,461.76
Support Services Technology	1,281,386.00	907,466.41	2,188,852.41	1,337,573.26	851,274.27	4.88
Transportation Services	4,661,203.00	105,584.72	4,766,787.72	3,278,525.00	713,952.54	774,290.18
<b>Total Support Services</b>	<b>15,863,592.00</b>	<b>2,252,661.27</b>	<b>18,116,253.27</b>	<b>12,721,340.89</b>	<b>3,586,069.44</b>	<b>1,808,842.94</b>
<b>Central Administration</b>						
Board of Education	66,002.00	1,216.03	67,218.03	50,030.07	5,191.61	11,996.35
Superintendent's Office	343,203.00	9,301.10	352,504.10	313,108.81	34,342.07	5,053.22
<b>Total Central Administration</b>	<b>409,205.00</b>	<b>10,517.13</b>	<b>419,722.13</b>	<b>363,138.88</b>	<b>39,533.68</b>	<b>17,049.57</b>
<b>Undistributed Expenses</b>						
Debt Service & Interfund Transfers	12,501,690.00	1,022,580.75	13,524,270.75	12,458,666.49	970,461.95	95,142.31
Insurance & Fees	1,683,751.00	141,974.97	1,825,725.97	1,648,880.57	39,740.91	137,104.49
Employee Benefits	39,713,310.00	(2,028,932.27)	37,684,377.73	33,983,961.28	1,925,931.07	1,774,485.38
<b>Total Undistributed Expenses</b>	<b>53,898,751.00</b>	<b>(864,376.55)</b>	<b>53,034,374.45</b>	<b>48,091,508.34</b>	<b>2,936,133.93</b>	<b>2,006,732.18</b>
<b>TOTAL</b>	<b>136,544,880.00</b>	<b>3,802,658.58</b>	<b>140,347,538.58</b>	<b>116,002,702.16</b>	<b>16,598,987.80</b>	<b>7,745,846.62</b>

**Transfers and Adjustments Detail:**

Prior Year Encumbrances	2,653,050.21
Transfer from the Bus Purchase Reserve	1,021,349.00
Transfer from the Tax Certiorari Reserve	52,926.97
Transfer from the Insurance Reserve	37,082.40
Transfer from the Liability Reserve	38,250.00
<b>Total Transfers and Adjustments</b>	<b>3,802,658.58</b>



**PITTSFORD CENTRAL SCHOOLS  
SCHOOL LUNCH FUND  
Monthly Operating Report  
May 31, 2019**

CURRENT YEAR MONTHLY TOTALS	PREVIOUS YEAR MONTHLY TOTALS	2018-19 YR-TO-DATE	2017-18 YR-TO-DATE
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**REVENUES:**

TYPE A SALES	\$ 93,022.25	\$ 88,360.00	\$ 699,995.75	\$ 640,321.77
OTHER CAFETERIA SALES	146,708.37	141,147.71	\$ 1,117,537.95	1,035,875.49
REBATES	-	542.74	\$ 1,506.77	624.30
INTEREST INCOME	103.35	90.34	\$ 921.15	899.90
INSURANCE/OTHER COMP	-	-	\$ -	362.00
MISCELLANEOUS INCOME	30.00	-	\$ 579.26	663.53
<b>TOTAL REVENUES:</b>	<b>\$ 239,863.97</b>	<b>\$ 230,140.79</b>	<b>\$ 1,820,540.88</b>	<b>\$ 1,678,746.99</b>

**EXPENDITURES**

SALARIES	\$ 65,082.42	\$ 68,324.56	\$ 603,606.04	\$ 594,049.14
EQUIPMENT	-	-	\$ 6,174.00	-
CONTRACTUAL/BOCES	24.11	654.75	\$ 10,418.00	19,709.76
FOOD & MILK USED	77,421.42	71,197.39	\$ 568,784.62	568,766.59
REPAIRS	743.25	167.50	\$ 14,008.95	14,713.21
TRAVEL/MILEAGE	97.03	-	\$ 300.01	569.80
SUPPLIES	3,187.75	2,662.16	\$ 37,750.47	36,791.88
BENEFITS	32,225.08	37,160.58	\$ 412,415.04	365,067.79
<b>TOTAL EXPENDITURES:</b>	<b>\$ 178,781.06</b>	<b>\$ 180,166.94</b>	<b>\$ 1,653,457.13</b>	<b>\$ 1,599,668.17</b>

<b>NET OPERATIONS:</b>	\$ 61,082.91	\$ 49,973.85	\$ 167,083.75	\$ 79,078.82
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**OTHER ITEMS AFFECTING FUND BALANCE**

Cumulative Change in Reserve for Supplies Inventory	\$ 1,663.98	\$ (3,508.18)
Change in Fund Balance:	168,747.73	75,570.64
Fund Balance at July 1	\$ 457,290.41	\$ 443,215.85
Fund Balance to date	\$ 626,038.14	\$ 518,786.49

Beginning Inventories	\$	26,436.12
Encumbrances	\$	-
Appropriated - Next Year's Budget	\$	86,300.25

Loss of State Aid (National Lunch & Breakfast Program)	\$20,843	Free & Reduced Paid
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**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

School Lunch Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 752,121.17</u>
	<b>Receipts:</b>			
	Daily Deposits	43,427.78		
	Prepays- School Lunch Office	835.00		
	Prepaid- via NutriKids/Heartland	171,640.83		
	Other Sales-Vending	1,502.02		
	Catering	899.50		
	Miscellaneous			
	Interest	103.35		
	Net Transfers			
	<b>Total Receipts:</b>			<u>218,408.48</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Check # 202537-202561		91,386.17	
	Payroll Funding		69,794.37	
	Void Checks			
	Transfer to Trust & Agency re: Sales Tax			
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(161,180.54)</u>
31-May	ENDING BALANCE	<u>\$ 218,408.48</u>	<u>\$ 161,180.54</u>	<u>809,349.11</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	806,909.86
<b>ADD:</b> Outstanding Deposits	10,645.30
NSF Checks	6.00
Bank Adjustment	
<b>SUBTRACT:</b> Outstanding Checks	(8,212.05)
<b>ADJUSTED BANK BALANCE</b>	<u>809,349.11</u>
<b>BALANCE PER BOOKS</b>	<u>809,349.11</u>

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

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

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

\_\_\_\_\_  
Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
TRUST & AGENCY  
May 31, 2019**

	4/30/2019			5/31/2019
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Private Purpose Funds (Scholarships)	119,376.94	5,015.20	1,335.00	123,057.14
Special Revenue Funds (Local Grants/Donations)	8,610.77	6,080.24	416.76	14,274.25
Consolidated Payroll	-	4,431,427.31	4,431,427.31	-
Net 1099R Distributions	-	-	-	-
NYS Employee Retirement	24,579.04	49,313.42	48,806.74	25,085.72
Income Protection (LTD)	-	12,965.78	12,965.78	-
Hospital Insurance	-	210,678.45	210,678.45	-
AFLAC	-	1,405.38	1,405.38	-
NYS Income Tax	16.30	263,017.77	263,034.07	-
Federal Income Tax	25.89	576,485.38	576,511.27	-
Federal Income Tax-1099R	-	-	-	-
Earned Income Credit	-	-	-	-
Income Execution	-	6,734.03	6,734.03	-
Association Dues	-	78,225.94	78,225.94	-
Social Security	125.24	956,427.30	956,552.54	-
Teacher Loans	-	22,389.00	22,389.00	-
Tax Sheltered Annuities	-	324,126.18	324,126.18	-
Bid Deposits	-	-	-	-
Other Liabilities	-	3,030.00	-	3,030.00
United Way	-	2,139.60	2,139.60	-
Life Insurance	-	7,384.51	7,384.51	-
Flex Benefits-Medical Exp.	(3,791.74)	52,698.20	41,287.08	7,619.38
Flex Benefits-Dependent Care	61,009.26	35,959.68	43,583.71	53,385.23
Flex Benefits-Management Fee	517.16	115.20	152.10	480.26
529 College Savings	-	-	-	-
Sales Tax	-	-	-	-
Accounts Receivable	-	-	-	-
Due from Other Funds	(881.28)	6,963,460.65	6,962,579.37	-
Due to Other Funds	1,875.09	109.75	-	1,984.84
Health Fund Reserve	1,783,989.07	213.89	47,245.90	1,736,957.06
<b>TOTALS:</b>	<b>\$ 1,995,451.74</b>	<b>\$ 14,009,402.86</b>	<b>\$ 14,038,980.72</b>	<b>\$ 1,965,873.88</b>

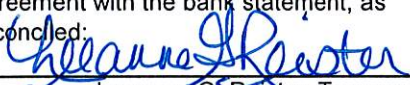
**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

**Trust & Agency Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 1,867,464.03</u>
	<b>Receipts:</b>			
	Payroll Funding	6,963,460.65		
	FSA Deductions	44,386.54		
	General Fund- Health Fund Cont.	-		
	Miscellaneous	3,030.00		
	Interest	323.64		
	Net Transfers	1,796,097.88		
	<b>Total Receipts:</b>			<u>8,807,298.71</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers-Taxes		1,796,097.88	
	EFT Withdrawals (FSA/Health Fund Accounts)		87,882.25	
	EFT/Wire Transfers (Omni, NYS ERS & NYS Sales Tax)		373,882.92	
	Payroll Checks # 235154-236406		539,376.13	
	Direct Deposits (D319033-D322194)		4,277,410.41	
	T & A Checks #		-	
	Void Checks		(24,527.22)	
	Net Transfers		1,796,097.88	
	<b>Total Disbursements:</b>			<u>(8,846,220.25)</u>
31-May	ENDING BALANCE	<u>\$ 8,807,298.71</u>	<u>\$ 8,846,220.25</u>	<u>1,828,542.49</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK</b>	2,009,093.84
<b>ADD:</b>	
Deposit in Transit	
<b>SUBTRACT:</b>	
Outstanding Checks	(168,542.93)
Benefit Resources - Current Month's transactions taken Next Month	(12,008.42)
<b>ADJUSTED BANK BALANCE</b>	<u>1,828,542.49</u>
<b>BALANCE PER BOOKS</b>	<u>1,828,542.49</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:  
 \_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

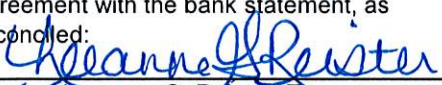
**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

**Private Purpose Trusts and Special Revenue Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 127,987.71</u>
	<b>Receipts:</b>			
	Miscellaneous -Dividend & Local Money	11,078.50		
	Interest	16.94		
	Net Transfers			
	<b>Total Receipts:</b>			<u>11,095.44</u>
	<b>Disbursements:</b>			
	Checks (200586-200589)		1,751.76	
	Void Checks			
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(1,751.76)</u>
31-May	ENDING BALANCE	<u>\$ 11,095.44</u>	<u>\$ 1,751.76</u>	<u>137,331.39</u>

**BANK RECONCILIATION**

BALANCE PER BANK:	137,976.39
ADD:	
SUBTRACT:	
Outstanding Checks	(645.00)
ADJUSTED BANK BALANCE	<u>137,331.39</u>
BALANCE PER BOOKS	<u>137,331.39</u>

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

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 \_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS**  
**SPECIAL AID FUNDS**  
**SCHEDULE OF APPROPRIATED EXPENSE**  
 May 31, 2019

DESCRIPTION	ADJUSTED 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)	121,424.50	-	110,259.20	995.69	10,169.61	
Summer Enrichment (Cumulative Balance)	93,277.00	15,332.64	64,523.12	-	13,421.24	
Summer Enrichment (2019-20)	8,225.34	-	4,487.95	3,757.39	-	
<b>IDEA 611 18/19 (07/01/18-06/30/19)</b> Covers special education expenditures	1,289,903.00	-	923,793.69	198,597.31	147,512.00	Special Education
<b>IDEA 619 18/19 (07/01/18-06/30/19)</b> Covers pre-school educational expenses.	48,243.00	-	45,112.70	3,130.30	-	Special Education
<b>TITLE I 17/18 (09/01/17-08/31/18)</b>	221,102.00	192,683.67	13,555.21	-	14,863.12	Student Services
<b>TITLE I 18/19 (09/01/18-08/31/19)</b> Provides program additions at qualifying schools to support students at risk of not passing the required state assessments.	198,070.00	-	137,081.84	43,748.00	17,240.16	Student Services
<b>TITLE IIA GRANT 17/18 (09/01/17-08/31/18)</b>	147,730.00	57,745.40	28,603.32	-	61,381.28	Student Services
<b>TITLE IIA GRANT 18/19 (09/01/18-08/31/19)</b> Enhances Teacher/Principal training and recruitment.	165,126.00	-	69,604.25	27,993.02	67,528.73	Student Services
<b>TITLE III GRANT 17/18 (09/01/17-08/31/18)</b>	16,593.00	3,444.43	3,561.23	-	9,587.34	Student Services
<b>TITLE III GRANT 18/19 (09/01/18-08/31/19)</b> Provides language instructional education programs to assist Limited English Proficient (LEP) students achieve standards	38,642.00	-	17,160.28	3,285.00	18,196.72	Student Services
<b>TITLE III Immigrant GRANT 17/18 (09/01/17-08/31/18)</b> Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards	25,515.00	6,934.58	9,518.23	-	9,062.19	Student Services
<b>TITLE IV SSAE GRANT 18/19 (09/01/18-08/31/19)</b> Provides resources to increase the capacity of local agencies to provide student support and academic enrichment programs	13,480.00	-	2,673.03	9,433.99	1,372.98	Student Services
<b>TEACHER CENTER GRANT 2018-19</b> Provides staff development opportunities for teachers.	43,907.00	-	36,748.37	1,578.32	5,580.31	Teacher Center
<b>SPECIAL ED SUMMER PROGRAMS 4408</b> Payments for tuition to BOCES and outside providers of summer special education programs.	301,042.64	-	301,042.64	-	-	Special Education
<b>SPECIAL ED SUMMER PROGRAM-In District</b> Expenses for staff and materials for state approved in-district special education summer program.	375,000.00	-	370,963.91	-	4,036.09	Special Education
<b>SPECIAL ED SUMMER PROGRAM-Related Services</b> Payments to outside providers and staff for related services during July and August.	30,000.00	-	28,332.92	-	1,667.08	Special Education
<b>SCHOOL LIBRARY SYSTEM GRANT 2018-19</b> Mini grants through BOCES for School Library Media Specialists.	5,873.96	-	5,673.96	-	-	Various Schools
<b>STATE SUPPORTED SCHOOLS</b> 4201 Schools for the Blind and Deaf	85,000.00	-	76,086.97	8,913.03	-	Spec Ed/Business Office
<b>TOTALS:</b>	<b>3,207,954.44</b>	<b>276,140.72</b>	<b>2,248,762.82</b>	<b>301,432.05</b>	<b>381,618.85</b>	

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

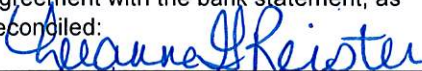
**Special Aid Funds**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			\$ 676,055.64
	<b>Receipts:</b>			
	Local Revenues	24,442.00		
	State Aid/Federal Aid			
	Transfer from General (20% funding)			
	Transfer from General DT/DF			
	Transfer to Special Aid Fund: write offs			
	Net Transfers			
	<u>Total Receipts:</u>			<u>24,442.00</u>
	<b>Disbursements:</b>			
	Transfer to Trust & Agency re: Sales Tax Check # 205243-205268		54,055.21	
	Transfer to General Fund re: DT/DF			
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		87,857.34	
	Net Transfers			
	<u>Total Disbursements:</u>			<u>(141,912.55)</u>
31-May	ENDING BALANCE	<u>\$ 24,442.00</u>	<u>\$ 141,912.55</u>	<u>558,585.09</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	560,471.11
<b>ADD:</b> Outstanding Deposit	2,320.00
NSF Checks	145.00
<b>SUBTRACT:</b>	
Outstanding Checks	(4,351.02)
<b>ADJUSTED BANK BALANCE</b>	<u>558,585.09</u>
<b>BALANCE PER BOOKS</b>	<u>558,585.09</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:

\_\_\_\_\_  
Deborah L. Carpenter, School District Clerk

# PITTSFORD CENTRAL SCHOOLS

## Capital & Debt Service SCHEDULE OF APPROPRIATED EXPENSE May 31, 2019

DESCRIPTION	PRIOR YEAR APPROPRIATIONS	PROJECT EXPENDITURES	EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES
Bus Purchases 2018-19	1,324,047.00	-	1,324,047.00	-	-
Bus Purchases 2019-20	1,021,349.00	-	-	-	1,021,349.00
Capital 13-14 Funded by General Fund	369,200.00	231,851.10	137,348.90	-	-
Capital 14-15 Funded by General Fund	250,000.00	30,800.00	169,110.73	50,089.27	-
Capital 15-16 Funded by General Fund	250,000.00	-	44,392.78	29,842.76	175,764.46
Capital 16-17 Funded by General Fund	250,000.00	-	-	-	250,000.00
Capital 17-18 Funded by General Fund	250,000.00	-	-	-	250,000.00
Capital 18-19 Funded by General Fund	250,000.00	-	-	-	250,000.00
FDK 18-19 Funded by General Fund	1,185,000.00	-	616,059.83	-	568,940.17
Smart Schools Bond Act Phase 1	332,606.00	-	332,606.00	-	-
Capital Funded by Reserve & Obligations- Dec 11, '12 Proposition	42,239,786.00	39,693,038.43	1,667,044.89	-	879,702.68
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>48,139,388.00</b>	<b>40,373,089.53</b>	<b>4,290,610.13</b>	<b>79,932.03</b>	<b>3,395,756.31</b>
Debt Service	13,128,007.33	-	12,419,646.33	708,361.00	-
<b>TOTALS :</b>	<b>61,267,395.33</b>	<b>40,373,089.53</b>	<b>16,710,256.46</b>	<b>788,293.03</b>	<b>3,395,756.31</b>

## RESERVE BALANCES May 31, 2019

DESCRIPTION	FUND BALANCE AT 07/01/2018	APPROPRIATED AMOUNT OR ACTUAL EXPENDITURE	INTEREST/ OTHER REVENUES	APPROVED TRANSFER (In/Out)	FUND BALANCE TO DATE
Bus Purchases Funded by Reserve	5,385,955.37	(610,000.00)	7,754.14	(976,349.43)	3,807,360.08
Capital Reserve	16,124,796.90	(575,000.00)	19,998.40	-	15,569,795.30
Instructional Technology Capital Reserve	1,803,865.90	-	2,370.78	-	1,806,236.68
Insurance Reserve	1,222,354.67	-	1,646.47	(37,082.40)	1,186,918.74
Unemployment Insurance Reserve	385,461.44	(40,000.00)	530.04	-	345,991.48
Reserve for Liability	1,636,859.26	(50,000.00)	2,221.19	(38,250.00)	1,550,830.45
Reserve for Tax Certiorari	928,120.13	-	1,409.60	161,105.91	1,090,635.64
Employee Benefit & Accrued Liability Reserve	2,662,673.37	(400,000.00)	3,313.02	-	2,265,986.39
Reserve for Retirement Contributions	2,303,244.97	(203,000.00)	2,992.38	-	2,103,237.35
Workers' Compensation Reserve	360,362.75	(20,000.00)	423.77	-	340,786.52
<b>TOTALS :</b>	<b>32,813,694.76</b>	<b>(1,898,000.00)</b>	<b>42,659.79</b>	<b>(890,575.92)</b>	<b>30,067,778.63</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 2019**

**Capital**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$ 1,315,035.34</u>
	<b>Receipts:</b>			
	Transfer from General Fund re: Due to/from			
	Transfer from General Fund re: Bus Purch. Reserve	1,021,349.00		
	BAN Proceeds			
	Interest	162.04		
	Net Transfers			
	<b>Total Receipts:</b>			<u>1,021,511.04</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Payroll Funding		296.04	
	Capital Checks-# 60115-60116		6,995.64	
	Capital Checks-Dec 2012 Prop # 862-866			
	Capital Checks-Dec 2012 Prop BAN # 4349		567.00	
	Bus Purchase Reserve Checks (200025)			
	Transfer to Debt Service Re: Serial Bonds		1,227,718.03	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(1,235,576.71)</u>
31-May	ENDING BALANCE	<u>\$ 1,021,511.04</u>	<u>\$ 1,235,576.71</u>	<u>1,100,969.67</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	1,100,969.67
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>1,100,969.67</u>
<b>BALANCE PER BOOKS</b>	<u>1,100,969.67</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:  
 \_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**


**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			\$	9,596,166.90
	<b>Receipts:</b>				
	Transfer from General Fund				
	Interest - Reserve for Liability		203.44		
	Interest -Tax Certiorari		138.60		
	Interest- Unemployment Insurance		49.05		
	Interest- Employee Benefit & Accrued Liabilities		338.80		
	Interest- Employee Retirement Contribution		293.09		
	Interest- Workers' Compensation		45.85		
	Interest- Insurance Reserve		150.84		
	Total Receipts:				1,219.67
	<b>Disbursements:</b>				
	EFT Withdrawals				
	Transfer to General Fund				
	Total Disbursements:				-
31-May	ENDING BALANCE		\$ 1,219.67	\$ -	9,597,386.57

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	9,597,386.57
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	9,597,386.57
<b>BALANCE PER BOOKS</b>	9,597,386.57

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Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

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

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			<u>\$23,386,766.85</u>
	<b>Receipts:</b>			
	Interest - Bus Purchase Reserve	691.17		
	Interest - Capital Reserve	2,053.50		
	Interest - Capital IT Reserve	229.54		
	Transfer from Capital Fund			
	<b>Total Receipts:</b>			<u>2,974.21</u>
	<b>Disbursements:</b>			
	Transfer to Capital Fund		1,021,349.00	
	<b>Total Disbursements:</b>			<u>(1,021,349.00)</u>
31-May	ENDING BALANCE	<u>\$ 2,974.21</u>	<u>\$ 1,021,349.00</u>	<u>22,368,392.06</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	22,368,392.06
<b>ADD:</b>	-
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>22,368,392.06</u>
<b>BALANCE PER BOOKS</b>	<u>22,368,392.06</u>

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**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

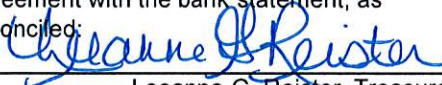
**Debt Service Fund**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			\$ 1,248,238.99
	<b>Receipts:</b>			
	Transfer from General Fund (per appropriations)	708,361.00		
	Transfer from Capital Fund (Assuming Serial Bond)	1,227,718.03		
	Interest	160.99		
	Net Transfers			
	<b>Total Receipts:</b>			1,936,240.02
	<b>Disbursements:</b>			
	Checks (001052)		-	
	Transfer to General (DT/DF)			
	Depository Trust Company (Wires)			
	Net Transfers			
	<b>Total Disbursements:</b>			-
31-May	ENDING BALANCE	<b>\$ 1,936,240.02</b>	<b>\$ -</b>	<b>3,184,479.01</b>

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

BALANCE PER BANK:	3,184,479.01
ADD:	
SUBTRACT:	
Outstanding Checks	
ADJUSTED BANK BALANCE	3,184,479.01
BALANCE PER BOOKS	3,184,479.01

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

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 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MAY 2019**

Zero Balance Accounts: Purchasing Card

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Apr	BEGINNING BALANCE			\$ -
	<b>Receipts:</b>			
	Transfer from General Fund	211,190.32		
	<b>Total Receipts:</b>			211,190.32
	<b>Disbursements:</b>			
	JP Morgan Chase Withdrawal		211,190.32	
	<b>Total Disbursements:</b>			(211,190.32)
31-May	ENDING BALANCE	\$ 211,190.32	\$ 211,190.32	-

**BANK RECONCILIATION**

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

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\_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

# PITTSFORD CENTRAL SCHOOLS

## MONTHLY EXTRACLASROOM ACTIVITY SUMMARY & RECONCILIATION May 31, 2019

SCHOOL	BEGINNING BALANCE 7/1/2018	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 5/31/2019
Allen Creek Elementary	1,262.18	740.89	1,388.58	614.49
Jefferson Road Elementary	1,648.60	4,320.44	4,888.98	1,080.06
Mendon Center Elementary	11,109.61	18,298.15	14,433.26	14,974.50
Park Road Elementary	3,192.58	6,744.10	6,057.82	3,878.86
Thornell Road Elementary	4,684.56	6,182.00	6,457.38	4,409.18
Barker Road Middle School	36,536.60	90,013.18	80,363.54	46,186.24
Calkins Road Middle School	66,572.81	93,500.59	71,932.04	88,141.36
Sutherland High School	77,358.59	108,635.90	97,278.38	88,716.13
Mendon High School	103,009.24	136,172.06	130,720.98	108,460.32
<b>TOTALS :</b>	<b>305,374.77</b>	<b>464,607.31</b>	<b>413,520.94</b>	<b>356,461.14</b>

BANK RECONCILIATION			
COMBINED BALANCES PER BANK:			374,384.84
ADD:	Outstanding Deposits / Bank Adjustments		
	NSF Checks		287.00
SUBTRACT:	Outstanding Checks		(18,210.70)
	Bank Adjustment		
ADJUSTED BANK BALANCE			356,461.14
BALANCE PER BOOKS			356,461.14

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2019 To: 05/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
<b>Fund: A - GENERAL FUND</b>						
05/01/2019	023149	<b>Transfer funds to pay for copier paper.</b>				
			A410-2251-465 R	SpEd Office Trav Conf	-46.00	
			A410-2251-506 R	SpED Office Copy Paper		46.00
05/01/2019	023243	<b>To add funds for supplies.</b>				
			A640-1621-500 R	OM Maint/Cust Supplies	-2,000.00	
			A640-1620-500 R	OM Supplies		2,000.00
05/13/2019	023260	<b>Transfer for Art Standards Leader training.</b>				
			A511-2013-468 R	STD Art Standards Meml	-100.00	
			A511-2013-500 R	STD Art Standards Supp	-67.00	
			A511-2013-465 R	STD Art Standards Trav Co		167.00
05/13/2019	023302	<b>Transfer funds to pay for shipping of athletic supplies.</b>				
			A410-2251-465 R	SpEd Office Trav Conf	-4.00	
			A420-2256-500 R	SpEd Sv Adapt PE Supplies		4.00
05/02/2019	023304	<b>TO COVER BOE MEETING EXPENSES.</b>				
			A710-1040-500 R	BOE Supplies	-400.00	
			A710-1010-421 R	BOE Meeting Expense		400.00
05/13/2019	023339	<b>To rectify negative library supply budget.</b>				
			A115-2110-500 R	PR Tch RegSch Supplies	-13.65	
			A115-2610-500 R	PR Library Supplies		13.65
05/13/2019	023425	<b>To clean up year end funds and transfer to supplies.</b>				
			A530-2630-464 R	ITS Computer Inst Softw	-95.34	
			A530-2630-468 R	ITS Computer Inst Memt	-386.00	
			A530-2630-505 R	ITS Cmptr Inst Print Cart	-131.13	
			A530-2630-500 R	ITS Computer Inst Supplie		612.47
05/13/2019	023445	<b>Budget transfer to correct negative balance.</b>				
			A117-2100-500 R	TR SchlSuppt Supplies	-732.84	
			A117-2110-500 R	TR Tch RegSch Supplies		732.84
05/13/2019	023546	<b>To provide funds for noise cancelling headphones</b>				
			A112-2100-465 R	AC SchlSuppt Trav Conf	-33.60	
			A112-2110-500 R	AC Tch RegSch Supplies		33.60
05/13/2019	023670	<b>TO COVER REPLENISHMENT OF POSTAGE METERS.</b>				
			A830-9010-800 R	BEN Employee Retireme	-13,223.64	
			A650-1670-463 R	Print & Mail Postage		13,223.64

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2019 To: 05/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/13/2019	023742	<b>To cover the cost of Travel &amp; Conference.</b>		A340-2100-500 R	SHS SchISuppt Supplies	-9.85
			A340-2100-465 R	SHS SchISuppt Trav Conf		9.85
05/09/2019	023750	<b>To cover the cost of Backboard repair.</b>		A640-1622-418 R	OM Utilities Electricity	-25,000.00
			A640-1620-400 R	OM Contracted Services		25,000.00
05/13/2019	023751	<b>TO COVER THE COST OF TABLE RENTAL AND MILEAGE, SCHOOL SUPPLIES, AND CONTRACTUAL SERVICES.</b>				
			A341-2100-500 R	MHS SchISuppt Supplies	-211.53	
			A341-2164-500 R	MHS Music Instr Supplie:	-187.10	
			A341-2176-500 R	MHS Science Supplies	-24.87	
			A341-2100-400 R	MHS SchISuppt Contr Svc		295.00
			A341-2100-466 R	MHS SchISuppt Mileage		43.50
			A341-2176-400 R	Contracted Services		85.00
05/21/2019	023761	<b>To provide funds for asbestos refresher course.</b>		A640-1621-400 R	OM Contracted Services	-675.00
			A640-1620-400 R	OM Contracted Services		675.00
05/21/2019	023762	<b>To provide funds for mileage.</b>		A640-1620-505 R	OM Print Cartridges	-21.09
			A640-1620-466 R	OM Mileage		21.09
05/21/2019	024121	<b>To provide funds for Certified Labs.</b>		A640-1621-500 R	OM Maint/Cust Supplies	-192.50
			A640-1620-500 R	OM Supplies		192.50
05/16/2019	024182	<b>To cover the costs of mileage.</b>		A520-2830-500 R	PS Supplies & Materials	-75.00
			A440-2815-466 R	SPSV Health Svc Mileage		75.00
05/13/2019	024193	<b>TO COVER BOCES MODEL SCHOOLS REIMBURSEMENTS.</b>				
			A830-901K-800 R	Employee Benefits	-28,712.98	
			A510-2010-490 R	CURINS BOCES Services		28,712.98
05/13/2019	024234	<b>TO COVER THE COST FOR TECHNOLOGY PARTS AND REPAIRS PER BOCES CONTRACT.</b>				
			A830-9030-800 R	BEN Social Security	-66,000.00	
			A530-2630-490 R	ITS Computer Inst BOCES		26,000.00
			A660-2630-490 R	SST Computer Inst BOCES		40,000.00



**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

**Current Appropriation - Effective From: 05/01/2019 To: 05/31/2019**

**Fiscal Year: 2019**

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/13/2019	024250	<b>TO COVER ONLINE COURSES THROUGH BOCES DISTANCE LEARNING.</b>	A830-9010-800 R	BEN Employee Retireme	-12,000.00	
			A470-2110-490 R	BOCES Tch RegSch BOCES Sv		12,000.00
05/14/2019	024291	<b>Funds transfered for Professional Development (Learning and the Brain Research).</b>	A511-2059-500 R	STD SpEd Supplies	-280.00	
			A511-2059-465 R	STD SpEd Trav Conf		280.00
05/14/2019	024295	<b>Transfer funds for 6/27 You Can Do It! training.</b>	A510-2010-465 R	CURINS Travel Conf	-830.00	
			A510-2012-465 R	CURINS Std Office Trav Co		830.00
05/14/2019	024302	<b>TO COVER COST OF HVAC REPLACEMENT IN THE JRE AUDITORIUM.</b>	A830-9060-800 R	BEN Hospital Medical	-21,434.00	
			A640-1620-200 R	OM Equipment		21,434.00
05/14/2019	024305	<b>TO PURCHASE INTERACTIVE PANELS FOR GRADES 4 AND 5.</b>	A830-9060-800 R	BEN Hospital Medical	-139,686.00	
			A830-906K-800 R	BEN Hospital Medical	-103,814.00	
			A660-2630-490 R	SST Computer Inst BOCES		243,500.00
05/15/2019	024349	<b>Transfer into Cutral Arts to cover cost of field trip.</b>	A113-2100-500 R	JR SchISuppt Supplies	-262.97	
			A113-2110-493 R	JR Young Aud-Cultural Art		262.97
05/15/2019	024394	<b>To cover the cost of WL training (You Can Do It) and AP Comp Sci PLTW training and additional trainings.</b>	A510-2010-400 R	CURINS Contracted Sen	-7,500.00	
			A510-2012-465 R	CURINS Std Office Trav Co		7,500.00
05/16/2019	024404	<b>TO COVER THE COST OF PIANO TUNING.</b>	A231-2100-500 R	BR SchISuppt Supplies	-250.00	
			A231-2165-419 R	BR Music Vocal Piano Tune		250.00
05/16/2019	024419	<b>TO COVER DEVELOPEMENT COSTS IN THE BOCES SCHOOL IMPROVEMENT SERIES.</b>	A830-902K-800 R	BEN Teachers Retiremei	-55,045.00	
			A510-2010-490 R	CURINS BOCES Services		55,045.00
05/16/2019	024422	<b>TO COVER ADMINISTRATIVE COST FOR THE BOCES SCHOOL IMPROVEMENT SERIES.</b>	A830-902K-800 R	BEN Teachers Retiremei	-6,660.00	
			A510-2010-490 R	CURINS BOCES Services		6,660.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2019 To: 05/31/2019

Fiscal Year: 2019

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05/16/2019	024426	<b>TO COVER THE COST OF VIDEO WORK DURING WINTER SPORTS STATE CHAMPIONSHIPS.</b>	A200-2855-139 R	MS Athletics-Other Empl	-2,035.00	
			A300-2855-404 R	HS Athletics St Chmpnshps		2,035.00
05/16/2019	024449	<b>TO COVER THE COST OF BOCES HEALTH MANAGEMENT SERVICES - MOBILE RESCUE.</b>	A830-902K-800 R	BEN Teachers Retirement	-20,148.84	
			A520-2830-490 R	PS BOCES		20,148.84
05/20/2019	024570	<b>TO COVER THE COST OF CLICK CHARGES.</b>	A830-902K-800 R	BEN Teachers Retirement	-3,800.00	
			A231-2100-492 R	BR SchISuppt Print Servs.		2,700.00
			A340-2100-492 R	SHS SchISuppt Print Servs		1,100.00
05/23/2019	024573	<b>TO COVER ROCHESTER SHUTTLE EXPRESS TRIP FOR VARSITY GIRLS LACROSSE TEAM.</b>	A300-2855-465 R	HS Athletics Trav Conf	-695.00	
			A300-2855-407 R	HS Athletics Team Trip		695.00
05/21/2019	024586	<b>TO COVER TABLE RENTAL AND COPY PAPER.</b>	A341-2100-500 R	MHS SchISuppt Supplies	-1,020.65	
			A341-2164-500 R	MHS Music Instr Supplie	-201.55	
			A341-2100-400 R	MHS SchISuppt Contr Svc		85.00
			A341-2100-506 R	MHS SchI Suppt Copy Paper		1,137.20
05/21/2019	024650	<b>TO COVER THE COST OF FRAMES FOR DISTRICT RETIREE DINNER.</b>	A830-902K-800 R	BEN Teachers Retirement	-1,680.45	
			A720-1240-500 R	SUPT Supplies		1,680.45
05/21/2019	024687	<b>TO COVER THE COST OF COPY PAPER.</b>	A341-2100-506 R	MHS SchI Suppt Copy Pi	-1,137.20	
			A340-2100-500 R	SHS SchISuppt Supplies		1,137.20
05/23/2019	024782	<b>To cover the cost of adapterts for the computers.</b>	A530-2630-491 R	ITS-Comp Equip BOCES	-154.37	
			A530-2630-500 R	ITS Computer Inst Supplie		154.37
05/23/2019	024815	<b>To cover the cost for sign language intepreter</b>	A410-2251-400 R	SpEd Office Contractual	-1,000.00	
			A410-2251-408 R	SpEd Office Interpreter		1,000.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2019 To: 05/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/28/2019	024842	<b>FOR FUNDING TAKE HOME FOLDERS FUNDED BY PTSA PND-04736.</b>		A830-9010-800 R	BEN Employee Retireme	-1,431.95
			A114-2110-500 R	MC Tch RegSch Supplies		1,431.95
05/29/2019	024875	<b>TO PROVIDE FUNDS FOR SOCIAL STUDIES PRESENTATION/PITTSFORD'S CIVIL WAR SOLDIERS.</b>		A231-2100-500 R	BR SchlSuppt Supplies	-325.00
			A231-2100-400 R	BR SchlSuppt Contr Svc		325.00
05/28/2019	024927	<b>TO COVER THE DISTRICT'S PORTION OF CAUSWAVE SUPPORT.</b>		A720-1240-500 R	SUPT Supplies	-228.45
			A720-1240-490 R	SUPT BOCES Services		228.45
05/29/2019	025003	<b>TO COVER THE COST FOR KILN REPAIR.</b>		A341-2020-465 R	MHS Supr RegSch Trav	-563.80
			A341-2100-400 R	MHS SchlSuppt Contr Svc		563.80
05/30/2019	025033	<b>TO PROVIDE FUNDS FOR SUPPLIES.</b>		A232-2100-500 R	CR SchlSuppt Supplies	-19.90
			A232-2134-500 R	CR World Lang Supplies		19.90
05/30/2019	025034	<b>TO COVER CHARTER BUS FEES FOR TRACK SECTIONALS DUE TO DRIVER SHORTAGE.</b>		A830-902K-800 R	BEN Teachers Retireme	-2,540.00
			A300-2855-407 R	HS Athletics Team Trip		2,540.00
05/30/2019	025040	<b>To cover BOE meeting expenses.</b>		A710-1060-500 R	BOE Dist Mtg Supplies	-737.44
			A710-1010-421 R	BOE Meeting Expense		737.44
05/30/2019	025058	<b>To correct the cost of mileage and supplies.</b>		A113-2100-500 R	JR SchlSuppt Supplies	-36.72
			A113-2020-466 R	JR Supr RegSch Mileage		35.73
			A113-2165-500 R	JR Music Vocal Supplies		0.99
05/30/2019	025077	<b>TO COVER THE COST FOR COPY PAPER ORDER.</b>		A341-2100-505 R	MHS Schl Suppt Prnt Ca	-1,137.20
			A341-2100-506 R	MHS Schl Suppt Copy Paper		1,137.20

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 05/01/2019 To: 05/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
05/31/2019	025209	<b>To correct negative budget accounts.</b>				
			A100-2100-173 R	ES SchlSuppt OT/Extra l	-230.31	
			A100-2100-173 R	ES SchlSuppt OT/Extra l	-208.88	
			A100-2153-121 R	ES Reading Tchr Salary	-4,426.97	
			A200-2100-173 R	MS SchlSuppt OT/Extra l	-79.46	
			A200-2134-131 R	MS World Lang Tchr Sal	-6,933.47	
			A300-2100-148 R	HS SchlSuppt Accompar	-415.66	
			A300-2100-173 R	HS SchlSuppt OT/Extra l	-199.99	
			A300-2113-131 R	HS Art Teacher Salary	-6,400.45	
			A300-2176-131 R	HS Science Tchr Salary	-27,657.61	
			A300-2850-155 R	HS Co-Curric Stipends	-322.00	
			A300-2855-137 R	HS Athletics Coach Sala	-19,754.00	
			A650-1670-490 R	Print&Mail BOCES Servi	-50.00	
			A670-5510-165 R	TRN Bus Drivers Salarie	-1,094.92	
			A830-2110-172 R	BEN Longevity Award N1	-750.00	
			A830-9010-800 R	BEN Employee Retireme	-44,575.97	
			A100-2100-135 R	ES SchlSuppt Inst Ldr Sti		23,718.20
			A100-2100-148 R	ES SchlSuppt Accompanist		415.66
			A100-2100-172 R	ES SchSppt Para Longevity		4,000.00
			A100-2164-121 R	ES Music Instr Tchr Salar		4,426.97
			A100-2815-173 R	ES HealthSv OT/Extra hrs		205.27
			A112-2100-173 R	AC SchlSuppt OT/Extra hrs		25.04
			A113-2100-173 R	JR SchlSuppt OT/Extra hrs		36.46
			A115-2100-173 R	PR SchlSuppt OT/Extra hrs		172.42
			A200-2100-172 R	MS SchSppt Para Longevity		3,900.00
			A200-2140-131 R	MS HealthEd Tchr Salary		2,332.68
			A200-2143-131 R	MS HomeCar Teacher Sal		531.10
			A200-2167-131 R	MS PhysEd Tchr Salary		4,069.69
			A200-2850-155 R	MS Co-Curric Stipends		22.00
			A200-2850-156 R	MS Extraclass-Dist Emp		300.00
			A200-2855-137 R	MS Athletics Coach Salary		19,754.00
			A231-2100-173 R	BR SchlSuppt OT/Extra hrs		27.42
			A232-2100-173 R	CR SchlSuppt OT/Extra hrs		52.04
			A300-2116-131 R	HS Business Tchr Salary		6,400.45
			A300-2140-131 R	HS HealthEd Tchr Salary		5,632.13

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

**Current Appropriation - Effective From: 05/01/2019 To: 05/31/2019**

**Fiscal Year: 2019**

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A300-2152-131 R	HS English Tchr Sal		2,436.83
			A300-2250-131 R	HS SpEd Tchr Salary		19,588.65
			A340-2100-173 R	SHS SchlSuppt OT/Extra hr		199.99
			A410-2251-142 R	SpEd Office Tutors		78.10
			A410-2251-161 R	SpEd Office Clerk Salary		2,899.66
			A410-2251-173 R	SpEd Overtime/Extra Hours		4,909.51
			A511-2043-135 R	STD HomeCons Sci InstrLd		4,310.00
			A540-2173-161 R	ProfDev TC Clerk Salary		760.50
			A640-1620-172 R	OM-Longevity Award		750.00
			A650-1670-463 R	Print & Mail Postage		50.00
			A670-5510-173 R	TRN Overtime/Extra Hours		1,094.92
05/31/2019	025481	<b>To correct negative budget account.</b>				
			A200-2100-173 R	MS SchlSuppt OT/Extra l	-1,655.68	
			A341-2100-173 R	MHS SchlSuppt OT/Extra hr		1,655.68
05/31/2019	025492	<b>TO CORRECT A NEGATIVE BUDGET ACCOUNT.</b>				
			A710-1040-500 R	BOE Supplies	-286.06	
			A710-1010-421 R	BOE Meeting Expense		286.06
			<b>Total for Fund A - GENERAL FUND</b>		<b>-640,040.04</b>	<b>640,040.04</b>

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

Cherri C. Greco  
D. T. Kenney

Date of Treasurer's Report for BOE review

6/24/2019

Date Completed

6/11/2019

Person Completing

Cherri C. Greco

# Pittsford Schools

Administrative Offices  
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Pittsford, NY 14534  
585.267.1053

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Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
Assistant Superintendent for Business

Date: June 18, 2019  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*  
Re: Fund Balance Management

As previously discussed, the legal upper limit (cap) for undesignated (retained) Fund Balance is 4% of the subsequent year's budget. This percentage imposed by New York State is contrary to the Governmental Accounting Standards Board (GASB) intent for Fund Balance "to serve as a revenue source to maintain the operations of the non-profit/government entity during a period of delayed revenue for a period of three months." To put this GASB statement into school perspective and remind us of history, let's say NYS is late with its budget and thereby payment of state aid is delayed. According to GASB, in this scenario, we should have enough money set aside to cover our obligations under normal operation for three months. However, the 4% limit or \$5.47 million in our case would not be enough funds to cover one month of payroll. Therefore, it is financially prudent to utilize legal alternatives (Reserves) to fund for specific unusual and unknown events to promote financial stability. The District's independent external auditor spoke to the Audit Committee regarding the importance of Reserve Funds (savings accounts for a legally imposed specific purpose). A district with low debt and sufficient reserves will also obtain a more favorable bond rating (similar to a personal credit rating), which will save costs at times of short and long-term borrowing. Sufficient reserves can also minimize the need for tax spikes.

Currently, we are projecting the 2018-2019 year to close with revenues being slightly favorable at approximately 100.9% of budget and expenditures at 96.5% of budget, leaving a surplus of approximately 4.4% of next year's budget. Due to the "tightening" of the budget for the implementation and sustainability of the FDK program the 2018-2019 surplus is expected to be less than that of previous years. In order to stay within the 4% undesignated fund balance cap, we are fortunate to have some fund balance and reserve planning opportunities as well as some funds (\$1,300,000) that are being used to reduce the 2019-2020 tax levy. Below I have recommended utilizing, in accordance with applicable laws, the unexpended funds to fund the following reserves.

**It is important to realize that all amounts are specified as an "UP TO AMOUNT," since the year-end closing of the books and final audit will not be completed until late August, but to**

**comply with the law, we must project and obtain approval for the estimated amounts prior to June 30.**

**Capital Reserve for Bus Purchases** – The fund was re-established by the voters in May 2015 for the purpose of purchasing buses without the need to issue debt or pose an additional tax levy. This reserve was established to accumulate a maximum of \$15 million over a period of ten years. The current reserve balance is \$6,337,997. It is therefore recommended that the state aid received (\$952,042) for the purchase of buses and up to \$1,000,000 of year-end surplus be transferred to the Bus Purchase Reserve.

**Capital Reserve for Facilities**– A proposition was approved by the voters in May 2011 to re-establish a reserve to be used for the purpose of renovation, improvement and maintenance of facilities and infrastructure as permitted by NYSED Law Sec. 3651. The proposition approved specified maximum accumulated funding of \$39 million plus interest earnings and transfer of funds from the old capital reserve. The new capital reserve is to exist for a term not to exceed May 2027. To date the reserve has a balance of \$16,124,796. The last NYS Building Condition Survey estimated in excess of \$100 million in facility maintenance needs over the next ten years. It is recommended that up to \$3,000,000 of year-fund balance be transferred to the Capital Reserve.

**Capital Instructional Technology Reserve** – On May 20, 2014 the voters approved the establishment of a Capital Instructional Technology Reserve; the ultimate amount not to exceed \$10,000,000, plus interest, for a term of 10 years. The current reserve balance is \$1,803,865. It is recommended that we fund this reserve with a contribution of up to \$2,000,000.

**Retirement Contribution Reserve** – On October 14, 2008, the Board of Education, upon the recommendation of the District’s Audit Oversight Committee (AOC) and External Auditor, Raymond Wager, established this reserve to afford the District budget stability for Employee Retirement System costs. The current reserve balance is \$2,303,244 with \$203,000 allocated to offset costs in this year’s budget. It is recommended that we fund this reserve with up to \$500,000 of year-end surplus be transferred to the Retirement Contribution Reserve.

**Liability Reserve** - On June 26, 2006, pursuant to Ed Law 1709 (8)c, the Board of Education established an Insurance reserve to fund property loss, liability claims, litigation and legal judgements. This fund cannot exceed 3% of the budget. The current balance of this reserve is \$1,368,859. It is recommended that we fund this reserve with up to \$300,000.

**Teachers’ Retirement System Reserve (New)** – The NYS budget enacted for the 2019-20 fiscal year allows districts to establish a sub fund for NYS Teachers’ Retirement Contributions within the Retirement Contribution Reserve. On June 10, 2019, the Board of Education approved a resolution establishing this new reserve for the Pittsford Central School District effective immediately. By law, a district can contribute up to 2% of the

prior year TRS salaries to this reserve with a maximum of 10%. For the 2018-19 year, it is recommended that we fund this reserve up to the 2% limit of \$867,535.

**Employee Benefit Accrued Liability Reserve (EBALR)** –On October 14, 2008, the Board of Education established the Employee Benefit Accrued Liability Reserve to pay for unused sick day and longevity awards at the time of retirement. The current reserve balance is \$2,303,244 with \$400,000 in the 2018-19 budget to cover this year’s retiree costs and another \$400,000 in the 2019-20 budget to cover retiree costs. This reserve is used in the budget annually and recently has not been replenished to the extent that it is used. It is recommended that we fund this reserve up to \$500,000 of year-end surplus.

**Workers Compensation Reserve** – On June 23, 2014 the Board of Education approved the establishment of a Workers Compensation Reserve. The current reserve balance is \$360,362 with \$20,000 in both the 2018-19 and 2019-20 budgets to help cover these costs. It is recommended that we fund this reserve with a contribution of up to \$200,000 of year-end surplus.

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

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District does hereby approve the maximum estimated allocation of 2018-2019 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:

<b>Reserve</b>	<b>Deposit no more than:</b>
Capital Reserve for Bus Purchases	\$ 1,952,042
Capital Reserve for Facilities	\$ 3,000,000
Capital Reserve for Technology	\$ 2,000,000
Liability Reserve	\$ 300,000
Retirement Contribution Reserve	\$ 500,000
Retirement Contribution Reserve TRS Sub-fund	\$ 867,535
Employee Benefit Accrued Liability Reserve	\$ 500,000
Workers Compensation Reserve	\$ 200,000

DTK:kd

Cc: L. Reister



# Pittsford Schools

Administrative Offices  
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Fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
*Assistant Superintendent for Business*

Date: June 18, 2019

To: Michael Pero, Superintendent of Schools

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

Re: Monroe #1 BOCES Transportation Contract – Extended School Year 2019 and School Year 2019-2020

I recommend the enclosed State Education Department Transportation Contracts for approval. The contracts are with Monroe #1 BOCES to transport students with needs, as well as provide for a bus attendant(s)/monitor(s). The contracts are to serve our students during the 2018 Extended School Year and the 2019-2020 school year. Attached is information from BOCES detailing the anticipated costs of the services. Please be advised that the total charge may vary throughout the year as student placements/IEPs and enrollments may change.

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

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

**BE IT RESOLVED** that the Board of Education does hereby approve the transportation contracts with the Monroe #1 BOCES to transport and provide attendant/aide services to Pittsford Central School District students with disabilities for the 2019 Extended School Year and for the 2019-20 School Year.

*DTK:kd*

*Attachment*

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

# Pittsford Schools

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

585.267.1053

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Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
Assistant Superintendent for Business

Date: June 21, 2019  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*  
Re: Extension of Apple Transportation Contract – School Year 2019-2020

The District has a high needs, special education student who requires transportation to Monroe #1 BOCES/Creekside. At this time we do not have a vehicle or personnel to accommodate this daily transport. To that end, bids were solicited and opened on July 31, 2018. After review, the contract was awarded to Apple Transportation and was approved by the Board at its August 7, 2018 meeting. After careful consideration, the parties involved deem it prudent to extend the contract for the 2019-20 school year. To secure aid your signature, the Board of Education president and SED approval is necessary.

I therefore recommend the following resolution for approval by the Board of Education:

**BE IT RESOLVED** that the Board of Education at its regular meeting does hereby approve the extended transportation contract with Apple Transportation to transport and provide attendant/aide services to a Pittsford Central School District student with disabilities for the 2019-20 school year.

*DTK:kd*

*Attachment*

Cc: L. Reister  
K. Herrick  
E. Woods

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR REJECTION OF COMPETITIVE BID

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: June 24, 2019  
TOPIC: Student(s) with Special Needs Transportation RFB #19-02  
LEGAL AD: *The Daily Record, June 12, 2019*  
BID OPENING: June 19, 2019, 11:00 A.M.  
BUDGET: Transportation Budget A-670-5540-400 Contract Transportation

**BE IT RESOLVED**, That the Board of Education of the Pittsford Central School District reject all bids.

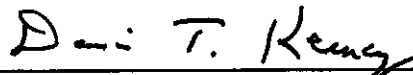
ITEM BID
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**2019 ESY Student(s) with Special Needs Transportation RFB #19-02**

**Bids Received and Opened:**

Apple Transportation	\$198.00
Transpo Bus Services	\$318.00
Ontario Bus Services	\$378.80

**Comments:** Three bids were received for the Student(s) with Special Needs Transportation RFB #19-02. Leeanne Reister, Director of Finance; Kathleen Herrick, Director of Transportation; Elizabeth Woods, Director of Special Education; Kimberly Palumbos, Assistant Purchasing Agent; and Karen L. Houston, Purchasing Agent reviewed all bid responses and agreed the Bidders' responded with unlike services having no commonalities for bid analysis; therefore, it is recommended to reject all bids.



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Darrin Kenney, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: June 24, 2019  
TOPIC: Fresh Bagels  
Advertised Date: May 8, 2019, *The Daily Record*  
Date of Bid Opening: May 15, 2019  
Time of Bid Opening: 11:00 A.M.  
SOURCE OF FUNDS: C 94-2860-410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR
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### 19-20 Fresh Bagels

### King of Bagels

Estimated 1,600 Dozen/Bagels for contract period  
(1,600 x \$ 4.68/dozen = \$7,488.00)

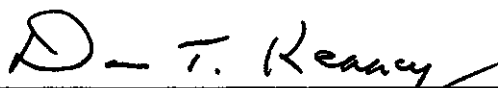
Bagels are sold a la carte in all nine PCSD lunchrooms.

### Bid Responses:

Brownstein's: \$ 4.80/dozen

King of Bagels: 4.68/dozen

**Comments:** The 19-20 Fresh Bagel Bid contract is valid 08/01/19 - 06/30/20. Two bid responses were reviewed by Paulette Vangellow, Food Service Director, Kimberly Palumbos, Assistant Purchasing Agent, and Karen L. Houston, Purchasing Agent. Brownstein's and King of Bagels were invited and participated in a blind taste test per specification #6 in the written bid specifications: "Bidders will be notified and a taste test scheduled at a mutually agreed upon time. A taste test will be conducted by a panel of PCSD students and staff. This test will be part of the evaluation method. Bagels must be submitted in unmarked boxes. The Pittsford Board of Education reserves the right to award product based on appearance, presentation, acceptable taste, yield differentials, etc. A bid may be rejected based on the taste test." Ms. Vangellow conducted the taste test, June 11, 2019. Seven staff members participated. Six of the seven participants chose King of Bagels over Brownstein's bagel. Taste test scores were based on appearance and taste with 5 being Great and 1 being Bad. After discussion with participating School Cook Managers, Ms. Vangellow recommends awarding the Fresh Bagel Bid to the lowest bidder and best taste test scorer, King of Bagels.



Darrin Kenney, Assistant Superintendent for Business

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# Pittsford Schools

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## **SPECIAL EDUCATION DISTRICT PLAN**

*The mission of the Special Education Department at Pittsford Schools is to support diverse learners and to foster an inclusive culture within our schools and community. Through a network of supports, students with disabilities are empowered to identify, pursue, and fulfill their personal aspirations as they participate in our global society.*

**2018-2019**

**2019-2020**

Adopted by the Pittsford Central School District Board of Education on \_\_\_\_\_.

*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.*

## **Pittsford Central School District**

The Pittsford Central School District (PCSD) is located seven miles southeast of Rochester, New York. It is within Monroe County and is a residential, suburban community. The District is comprised of nine schools; five elementary (K-5), two middle (6-8), and two high schools (9-12).

There are currently 5741 school-age students in the District (10/3/18). There are 667 school-aged students and 62 preschool-aged children who receive special education services and supports.

The PCSD Special Education Department strives to put students first and provide innovative supports for diverse learners. The District has a commitment to inclusion across our school and community. It is the goal of the Special Education Department to be able to cultivate learning experiences in which students are encouraged to identify, pursue, and fulfil their personal goals and aspirations. Our highly qualified staff work collaboratively to provide services and supports to meet the needs of our diverse learners in the Least Restrictive Environment (LRE).

It is the purpose and intent of the Pittsford Central School District and the Board of Education, in conjunction with the Special Education Department, to identify all students suspected of having a disability. Such identification will be completed in accordance with section 200.4 of the Commissioner's Regulations.

All children have equal access to all school programs. The Pittsford Central School District does not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status.

### **Special Education District Plan**

#### **Purpose of the Plan**

Pursuant to current regulations which specify Board of Education responsibilities, the Pittsford Central School District has developed and defined this District Plan. The purpose of this plan is to describe the overall functioning and aspects of the special education programs within the Pittsford Central School District. The District Plan contains no personally identifiable data and is available for public inspection.

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## **District Vision Statement**

Pittsford Central School District will be the leader in realizing the promise of public education. We will design a transformational partnership among students, families, professionals, and community, based upon a new definition of success for all:

*Our students will navigate a journey of self-discovery, leading them to overcome obstacles, pursue balance and wellness, and personalize their education. They will recognize challenges as opportunities for learning and accomplishment. They will have the skills and competence necessary to understand and thrive in a diverse, global society. During and after their time with us, they will be independent, healthy, resilient, and compassionate contributors to our community and beyond.*

*Our staff will model the joy of learning. The environment of support and collegiality will make our district a magnet for passionate educators. Instead of categorizing students to fit into current structures, we will design systems to meet student needs.*

*Our families and community will be welcomed and engaged in educational experiences that dissolve the lines between business, society, and schools. Students will not only view adults as resources, but will themselves be recognized as resources to our community, matching their interests with opportunities to create solutions for real needs.*

When this vision is realized, every Pittsford student will have access to personalized opportunities, and acquire skills necessary to meet their potential and fulfill their dreams.

## **Assumptions of the Plan**

This plan is predicated upon certain suppositions about factors which exist or will exist for the duration of this plan. They include:

- 1) It is assumed that State and Federal Laws and Regulations concerning the education of children with disabilities continue to be reviewed and revised.
- 2) It is assumed that financial assistance from the State and Federal government will be maintained or increased to support these programs.
- 3) It is assumed that the early identification and screening of children with disabilities will be refined and will serve to identify greater numbers of children at an earlier age.
- 4) It is assumed that educating special education students within the Least Restrictive Environment will continue to be a priority.

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- 5) It is assumed that parents will become increasingly cognizant of their rights to be involved in the special education process and will exercise these rights to a greater degree.
- 6) It is assumed that the need for related services will increase with the types and levels of special education children being served.

### **District Core Values**

- Student-Centered
- Supportive Environment for All
- Continuous Improvement
- Progressive
- Collaborative

### **Special Education Program Goals and Objectives**

The primary goal of the District's special education program is to maximize the academic and functional achievement of all students with disabilities residing in the district, in alignment with the District's mission, vision and core values, and in accordance with the following objectives:

1. To provide a free appropriate education in the least restrictive environment for resident students with disabilities between the ages of 3 and 21 or until a high school diploma has been awarded, whichever shall occur first.
2. To ensure that students with disabilities have the opportunity to be involved in and to progress in the general education curriculum to the maximum extent appropriate to the needs of each individual student and to provide them with appropriate opportunities to earn a high school diploma in accordance with Section 100.5 of the Regulations of the Commissioner of Education.
3. To maintain a Committee on Preschool Special Education (CPSE) and a Committee on Special Education (CSE) for the purposes of evaluating students suspected of having disabilities and for placement of students with disabilities in appropriate programs. The CPSE and CSE will monitor the progress of all students with disabilities and will report annually to the Board of Education regarding the status of each individual student.
4. To ensure effective communication and collaboration between the CPSE, CSE, school staff and parents and to ensure that parents are advised of their due process rights.

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5. To ensure the establishment of procedures to implement the provisions of Part 200 of the Commissioner's Regulations for Students with Disabilities.
6. To provide the human and material resources necessary for the implementation of a continuum of programs and services to meet the academic, social, physical and management needs of students with disabilities.
7. To provide, to the greatest extent appropriate, adaptation and/or modification of instruction and materials to enable students with disabilities to benefit from instruction within the general education setting, whenever appropriate.
8. To ensure the confidentiality of personally identifiable data, information or records pertaining to a student with a disability.
9. To ensure that adequate and appropriate space is made available to meet the needs of preschool and school age students with disabilities.
10. To provide professional development for all personnel who work with students with disabilities in order to ensure that they have the skills and knowledge necessary to meet the unique needs of all students.

**Committee on Special Education (CSE)  
and Committee on Preschool Special Education (CPSE)**

The CSE and CPSE are multidisciplinary teams appointed by the Board of Education. These committees work collaboratively with building teams and parents/guardians to determine eligibility of special education services for students between the ages of 3 and 21. Services are provided to students who meet one of the thirteen classification criteria (5-21) or preschool student with a disability (3-5), as defined in Part 200.1 of the Regulations of the Commissioner of Education:

Autism	Deafness
Deaf-blindness	Emotional Disturbance
Hearing Impairment	Intellectual Disability
Learning Disability	Multiple Disabilities
Orthopedic Impairment	Other Health Impairment
Speech or Language Impairment	Traumatic Brain Injury
Visual Impairment – Including Blindness	Preschool Student with a Disability

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All students deemed eligible and identified as students with disabilities will be placed in accordance with existing State and Federal Regulations. Students will be provided educational opportunities in the Least Restrictive Environment and be given all the guarantees of due process and equal access as required by regulations.

**Number of District Students Receiving  
Special Education Services, by Disability (10/8/18)**

Classification Category	Number of students	% of students with disabilities (Ages 5-21)	% of total district population (Ages 5-21)
Autism	89	13.3%	1.6%
Emotional Disturbance	16	2.4%	<1%
Learning Disability	121	18.1%	2.1%
Intellectual Disability	12	1.8%	<1%
Deafness	5	<1%	<1%
Hearing Impairment	4	<1%	<1%
Speech or Language Impairment	142	21.3%	2.5%
Visual Impairment	2	<1%	<1%
Orthopedic Impairment	1	<1%	<1%
Other Health Impairment	255	38.2%	4.4%
Multiple Disabilities	16	2.4%	<1%
Deaf-Blindness	0	0	0
Traumatic Brain Injury	4	<1%	<1%
Total 5-21	667	N/A	11.6%
Preschool Student with a Disability	62	N/A	N/A

**School-Age Special Education Continuum of Services**

The Pittsford Central School District is committed to providing a continuum of services for all students, including those with disabilities. Education law defines the continuum of programs and services that districts must make available for students with disabilities.

The Part 200.1 Regulations require that the following range of programs and services be available for students with disabilities:

- General Education Programs and Services
- Related Services (Speech/Language, Occupational, Physical Therapy)
- Consultant Teacher Services
- Transitional Support Services

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- Integrated Co-Teaching Services (Optional)
- Special Classes
- Resource Room Programs
- Special Schools/Out of District Programs
- Home and Hospital Instruction
- Residential Facility

**Related Services:** Pittsford Central School District assures that related services are provided to special education students who require such support services. These services shall be recommended by the CSE to meet specific needs of a student with a disability. Services provided, including frequency, duration, and location of each service, are specified in the IEP. The related services available to students include, but are not limited to: Speech/Language Therapy, Counseling, Occupational Therapy, Physical Therapy and Vision Services. Related services can be provided in or outside of general education settings, including as a push in service to special classes.

**Consultant Teacher Services:** Pittsford Central School District employs learning specialists (certified special education teachers) who are assigned to provide Consultant Teacher services within the general education environment, as recommended by the CSE for individual students. This allows students to receive special education support within their general education classes and to participate in learning alongside their peers who do not have disabilities. At this level, special education services may be delivered as a direct and/or indirect service.

**Resource Room:** Resource Room provides specialized, supplementary small group instruction and is available at both high schools, and at the elementary and middle school level as required, per student need. Learning Specialists provide Resource Room services and Speech/Language Therapists may provide Communication Resource Room services to eligible students at each high school.

**Integrated Co-Teaching Program:** This level of service is offered to students within the general education environment. Integrated co-taught classes are offered at both high schools in the District and consist of a general education teacher sharing instructional responsibilities with a learning specialist. Students are instructed within the grade level curriculum and support can be delivered within the classroom to students with and without disabilities.

**15:1 Special Classes:** 15:1 special classes address the needs of students who require specially-designed instruction within a smaller classroom environment, and/or who need instructional accommodations or modifications that cannot be appropriately implemented in a general education classroom. These classes are taught by learning specialists; students access 15:1 special classes for specific subject areas and continue to receive instruction toward the grade level standards. In certain cases, at the high school level, 15:2 special classes are provided, in which a general education teacher and a learning specialist co-teach the special class. Related services can be provided within the 15:1 special classes, as appropriate for individual students.

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**15:1 Special Class – Core Support:** Core Support is a specific special class option that is available at both middle schools, as well as at elementary and high school buildings as per student need. This is a support period that includes skill-based instruction to support student progress in the general education curriculum for the core areas (Math, ELA, Science and Social Studies), as well as instruction in social thinking, executive functioning and study skills, as per individual student needs. Related services can be provided during Core Support, as appropriate.

**District-Based Developmental Programs:** The District offers district-based special class programs for certain identified populations, for which students from any building in the district can attend, based on the CSE recommendation. These programs include the following:

- 8:1:1 RISE (Reaching Independence Socially and Emotionally) program at Jefferson Road Elementary School (2 classes)
- 8:1:1 TDP (Thornell Developmental Program) at Thornell Road Elementary School (2 classes, NYSAA curriculum)
- 12:1:1 DPP (Developmental Primary Program) and IDP (Intermediate Developmental Program) at Park Road Elementary School (2 classes)
- 8:1:1 Special Class program at Calkins Road Middle School
- 12:1:1 Special Class programs at Barker Road Middle School and Mendon High School
- 12:1:(3:1) program (NYSAA curriculum) at Barker Road Middle School
- 12:1:(3:1) program (NYSAA curriculum) at Mendon High School

**Out of District Programs:** An out of district placement is made when an appropriate program is not offered within the district. Monroe 1 BOCES provides the Least Restrictive Environment for a majority, but not all, of the recommended students. Cross-contracts with other BOCES, as well as private programs, are considered on an as-needed basis for individual students.

**Parentally Placed in Private or Parochial Schools:** Students who require special education services who are parentally placed in a private or parochial school located within the Pittsford School District, which includes Allendale Columbia, St. Louis and Trinity Montessori, are supported with an Individualized Education Services Plan (IESP). Services are generally provided at the private school by Monroe 1 BOCES.

**Number of District Students, by Type of Placement, age 4-5 (10/8/18)**

Kindergarten, 1 <sup>st</sup> grade or other regular early childhood program and majority of services in regular program	23
Parentally placed in a nonpublic school	4
Separate Class	3
Home	1

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**Number of District Students, by Type of Placement, ages 6-21 (10/8/18)**

Inside General Education classroom, 80% or more of the school day	363
Inside General Education classroom, 40%-79% of school day	171
Inside General Education classroom, less than 40% of school day	41
Separate School	25
Home placement (by CSE)	2
Home schooled (by parent's choice)	3
Parentally-placed in nonpublic school	30

**Preschool-Aged Special Education Continuum of Services**

The District also maintains a Committee on Preschool Special Education (CPSE), which is responsible for identifying and providing special education services to students ages 3-5 residing in the district boundaries. The county of residence contracts with approved preschool providers to provide the appropriate services to students who are deemed eligible by the CPSE.

Determination of eligibility and services are determined by the Committee of Preschool Special Education (CPSE). Services may include:

- Related/Itinerant Services – Speech/Language, Occupational, and Physical therapy
- Special Education Support

**Number of District Students, by Type of Placement, age 3-4 (10/8/18)**

Regular early childhood program for <b>10 or more hours</b> a week with majority of services in the program	23
Regular early childhood program for <b>10 or more hours</b> a week with majority of services in another location	19
Regular early childhood program for <b>less than 10 hours</b> a week with majority of services in the program	6
Regular early childhood program for <b>less than 10 hours</b> a week with majority of services in another location	10
Separate class	2
Home	2

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## **Evaluation of the District Plan**

Progress toward the goals and objectives of the Special Education District Plan will be measured through the following means:

1. The progress of individual students toward their IEP goals will be determined on at least an annual basis. At these Annual Reviews, Individualized Education Programs will be reviewed and adjusted to meet the needs of each student.
2. Reevaluations will be conducted at least every three years to gather additional specific assessment data to make individual student IEP adjustments and improvements.
3. Teacher observations, conferences and professional development opportunities will be reviewed for effectiveness toward meeting the needs of students with disabilities.
4. District accountability data, including progress toward the goals identified in the New York State Performance Plan, will be reviewed to assess the achievement outcomes of students with disabilities and progress toward the special education program objectives.
5. The Special Education District Plan will be reviewed and updated by the Special Education Advisory Committee and submitted to the Board of Education for approval every two years.

## **Plan to Ensure Availability of Instructional Materials in Alternative Formats**

The District will provide alternative format materials to students with disabilities who have been determined, by the CSE, to need their instructional materials to be provided in an alternative format. "Alternative format" is defined, in Section 200.2 of the Commissioner's Regulations, as any medium or format for the presentation of instructional materials other than a traditional print textbook that is needed as an accommodation for a student with a disability who is enrolled in the school district. It includes, but is not limited to, Braille, large print, open and closed caption, audio, or an electronic file that is appropriate to meet the needs of the individual student.

The District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities and the District participates in the National Instructional Materials Access Center (NIMAC). This national effort to centralize the distribution of instructional materials in alternate formats helps to guarantee timely provision of such materials to students. In purchasing instructional materials, the District gives preference to vendors who agree to

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provide materials in a usable alternative format. In addition, all purchase orders for textbooks or other related materials include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC.

When a student requires instructional materials to be provided in an alternative format, as per their Individualized Education Program (IEP), the District arranges for the materials to be provided, at no cost to the family or student, in a timely manner, via the appropriate source, which includes, but is not limited to, Bookshare.org and Recordings for the Blind and Dyslexic (RFB&D).

### **Allocation of Space within the District/BOCES**

In keeping with the least restrictive environment model, the majority of students with disabilities receive special education services within the general education classroom. It is the District's belief that students with disabilities should be instructed in the general education setting to the maximum extent possible. If a special class is required in order to meet a student's academic and management needs, the classroom should be in close proximity to other classrooms of the same age and grade level students to enable the student to participate in general education whenever appropriate. In addition to district-based special education programs and classes, the District will work with Monroe 1 BOCES to ensure that appropriate space will be available to meet the needs of resident students with disabilities who attend special education programs provided by BOCES.

### **Budget to Support Special Education Programs**

2017-2018	\$21,349,758
2018-2019 (anticipated)	\$22,748,576

### **Availability of District Plan**

The Special Education District Plan is filed with the Director of Special Education and is available for public inspection and review by the Commissioner.

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