

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
TUESDAY, APRIL 16, 2024  
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL  
(LINK TO PUBLIC VIEWING ON WEBSITE)

AGENDA

5:30 P.M. – Executive Session

6:30 P.M. – Tenure Reception

7:00 P.M. – Regular Meeting

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA **(BOARD ACTION)**
- IV. HUMAN RESOURCE REPORT – Mr. Clark
  - A. Action Items:
    - 1. Professional Staff Report **(BOARD ACTION)**
    - 2. Support Staff Report **(BOARD ACTION)**
    - 3. Memorandums of Agreement (**See Consent Agenda**)
  - B. Discussion:
  - C. Other:
- V. PRINCIPAL’S REPORT – Ms. Heather Clayton – Mendon Center Elementary School
- VI. 2024-2025 PROPOSED BUDGET PRESENTATION AND ADOPTION **(BOARD ACTION)**
- VII. APPROVAL OF MINUTES: March 12, 2024 **(BOARD ACTION)**
- VIII. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board Leadership – next meeting – 5/1/24
    - 2. Executive Committee – next meeting – 4/24/24 – (**5:45 p.m.**)
    - 3. Information Exchange Committee – next meeting – 4/17/24
    - 4. Labor Relations Committee – next meeting – 4/24/24 - (**Noon**)
    - 5. Legislative Committee
    - 6. Steering Committee
  - B. Other Meeting Reports
  - C. Dates to Remember
    - 1. 4/26/24 – Schools Closed for Superintendent’s Conference Day
    - 2. 5/2/24 – Board Visit/Tour at Jefferson Road Elementary School  
(Tour 7:15 am/Visit 7:30)
    - 3. 5/14/24 – Next Regularly Scheduled Meeting
  - D. BOCES Annual Election and Budget Vote
    - 1. Candidates **(BOARD ACTION)**
    - 2. Budget **(BOARD ACTION)**
- IX. FINANCIAL REPORT – Mr. Vespi
  - A. Action Items:
    - 1. Acceptance of Treasurer’s Report – February 29, 2024 **(BOARD ACTION)**
    - 2. Property Tax Report Card Resolution **(BOARD ACTION)**
    - 3. Budget Transfer Request – Technology **(BOARD ACTION)**
    - 4. Resolution to Join New York Liquid Asset Fund (NYLAF) **(BOARD ACTION)**
    - 5. Bid Award (**See Consent Agenda**)
      - a. BOCES 2 Cooperative Fine Paper
  - B. Discussion:
  - C. Other:

- X. CURRICULUM REPORT – Mrs. Ward
  - A. Action Items:
  - B. Discussion:
    - 1. Textbook Recommendation – 1<sup>st</sup> Reading
      - a. The Practice of Statistics
  - C. Other:
- XI. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items: (**See Consent Agenda**)
    - 1. Committee on Special Education: Amendments, Amendment – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation/Annual Reviews, Requested Review.
    - 2. Sub-Committee on Special Education: Amendments, Amendment – Agreement No Meeting, Annual Reviews, Reevaluation Review, Reevaluation/Annual Reviews, Requested Review.
    - 3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Reevaluation/Annual Reviews, Annual Reviews, Amendment – Agreement No Meetings, Requested Reviews.
  - B. Discussion:
  - C. Other:
- XII. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session **(BOARD ACTION)**
    - 2. Field Trip Approval to Anaheim, CA (SHS DECA Club) **(BOARD ACTION)**
    - 3. **Amendment** to the Pittsford Robotics Team Field Trip to Houston, TX on 4/16/24-4/22/24 (previously 4/17-4/20) **(BOARD ACTION)**
    - 4. BOCES 2024 Policy Audit Recommendation and Approval **(BOARD ACTION)**
  - B. Discussion:
  - C. Other:
- XIII. CONSENT AGENDA **(BOARD ACTION)**
  - A. Bid Award
  - B. MOA’s
  - C. Committee on Special Education
  - D. Sub-Committee on Special Education
  - E. Committee on Preschool Special Education
- XIV. OLD BUSINESS
- XV. NEW BUSINESS
- XVI. PUBLIC COMMENT: **Public Comment Submission Form can be found at:**  
***[pittsfordschools.org/publiccomment](https://pittsfordschools.org/publiccomment)***
- XVII. ADJOURNMENT/RECESS **(BOARD ACTION)**

Next regularly scheduled meeting: **May 14, 2024**

***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](https://pittsfordschools.org)***



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# Pittsford Schools

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**2024 – 2025 Proposed Budget**

**From Superintendent to Board of Education for Adoption**

**April 16, 2024**



# Agenda

- Review District Budget Guidelines
- Discuss NYS Enacted Budget/State aid
- Review the Proposed 2024-25 Budget
- Review Summary of Revenue Sources
- Discuss all propositions and legal requirements
- Questions & Comments

# Budget Guidelines

## Develop a Student based budget focused on:

- Implementation of rigorous, engaging, equitable, and authentic curriculum, instruction, assessments and resources that maintain excellence while supporting responsive and relevant offerings
- Providing experiences, both curricular and extracurricular, that support the varied interests and abilities of the whole child
- Equity and inclusion practices
- Social emotional learning and mental health supports
- Supporting diverse academic needs

# Budget Guidelines

## **Provide High Quality Professional Learning focused on:**

- Tiered supports to address range of learners in classroom
- Curriculum, assessment, grading and instructional practices
- Equity and Inclusion practices aligned with District goals
- Professional Learning Communities
- Social emotional, wellness and mental health learning
- Safety Preparedness
- Continuous improvement for instructional and non-instructional staff members

# Budget Guidelines

## **Balance the investment in education with sensitivity to limited community resources by:**

- Balancing community expectations for services and programs, with the need to be cognizant of changes in property values, income levels, new state/federal tax laws, and other economic uncertainties
- Engaging in thoughtful long range financial planning
- Working collaboratively with local partners/districts to share services
- Sustaining transportation reserve for planning for electric buses/vehicles
- Planning for the cessation of Federal funds and impact on minimum wage compression
- Seeking innovative sources of revenue
- Recruiting, hiring, and retaining diverse employees of the highest caliber
- Seeking cost efficiencies to further mitigate the burdensome and financial impact of underfunded and unfunded mandates

# Budget Guidelines

## **Maintain fiscal stability now and into the future through:**

- Financially prudent and sustainable reserve accounts
- Partnerships, Shared Services, Audits
- Protecting and maintaining our Aa1 bond rating
- Protecting the community's investment in facilities and infrastructure
- Advocacy with legislators relative to appropriate levels of funding

## **Meet legal mandates and contractual obligations**



# 2024-25 Budget Development Factors

- Expiring Federal COVID funds
- Electric buses/vehicle costs
- Facilities infrastructure improvements – Pool/HVAC
- **March 2022** Capital Project debt service financing
- Contract transportation
- Employee benefit increases
- General salary increases with wage inflation
- Increase staffing requests for security, mental health, literacy, special programs support
- Projected structural budget deficits due to lack of state funding

# 2024-25 and 2025-26 Considerations

- Long Range Financial Planning
- Budget Deficits
  - Compression
  - Inflation
  - Contracts
  - Energy
  - State Aid
- Reductions, Efficiencies and Advocacy

# Budget Timeline & Process

- November 1<sup>st</sup> – budget materials issued
- November – December: meetings held with every budget originator
- January 2<sup>nd</sup> – final requests submitted to business office
- February 6<sup>th</sup> – Budget Workshop #1
- February 27<sup>th</sup> – Budget Workshop #2
- March 12<sup>th</sup> – Budget Workshop #3
- **April 16<sup>th</sup> – Budget Adoption**
- May 14<sup>th</sup> – Budget Hearing
- May 21<sup>st</sup> – Budget Vote

# Spring 2024 State Aid Progression

## Executive Proposal

- The proposal contains a \$825 million or 2.4% increase in total school aid for 2024-25:
  - \$507 million or 2.1% increase in Foundation aid
  - \$318 million or 3.2% increase in expense based and other aids
- The Foundation aid increase is \$420 million less than what should be generated under current law:
  - Save harmless provisions have been reduced using a wealth adjusted formula-meaning that 337 districts will receive less Foundation aid than in the previous year
  - The proposal includes changing the calculation of inflations by eliminating the highest and lowest years which reduces the rate to 2.4% (*should be closer to 4%*)

## View Today - Enacted NYS Budget

- NYS has not approved a budget as of today.
- The District's budget is based on the Governor's proposed State Aid.

# Caution – State Aid Estimates

What you read in the media does not reflect the full story

- Some state estimates are based on projected expenses as of June 30, 2023
- Some estimates are based on data that isn't final yet
- Some estimates will change based on unknown variables such as assumed interest rates
- Some figures do not apply to the Pittsford School District such as Pre-K
- High Degree of Reliability:
  - Foundation Aid
  - Textbook, Library, Hardware, Software
  - Federal Stimulus – ends in September 2024
- Estimated & Requiring Scrutiny:
  - Building Aid
  - Transportation
  - BOCES
  - Private and Public Excess Cost Aids



# Revenue Details – State Revenue

*Based on Executive Proposal*

	<b>Estimated 2023-24</b>	<b>Projected 2024-25</b>	<b>\$ Change</b>	<b>% Change</b>
Foundation aid	\$ 21,091,130	\$ 21,092,291	\$ 1,161	0.01%
BOCES aid	\$ 4,220,595	\$ 3,513,073	\$ (707,522)	-16.76%
High Excess Cost	\$ 285,588	\$ 353,527	\$ 67,939	23.79%
Private Excess Cost	\$ 298,533	\$ 366,473	\$ 67,940	22.76%
Hardware/Technology	\$ 95,602	\$ 93,774	\$ (1,828)	-1.91%
Software/Library/Textbook	\$ 474,300	\$ 481,438	\$ 7,138	1.50%
Transportation	\$ 3,367,984	\$ 3,782,308	\$ 414,324	12.30%
Building aid	\$ 4,171,433	\$ 4,200,528	\$ 29,095	0.70%
<b>Total</b>	<b>\$ 34,005,165</b>	<b>\$ 33,883,412</b>	<b>\$ (121,753)</b>	<b>-0.36%</b>
Urban/Suburban aid	\$ 1,016,799	\$ 1,155,072	\$ 138,273	13.60%
<b>Total State Aid</b>	<b>\$ 35,021,964</b>	<b>\$ 35,038,484</b>	<b>\$ 16,520</b>	<b>0.05%</b>

# Revenue Details – Local Revenue

Revenue	2023-24 Estimated Budget	2024-25 Proposed Budget	\$ Change	% Change
Tax Levy	\$ 111,953,539	\$ 114,967,504	\$ 3,013,965	<b>2.69%</b>
PILOTS - COMIDA	\$ 80,080	\$ 103,966		
Interest & Penalties	\$ 100	\$ 100	\$ -	0.00%
Sales Tax	\$ 6,600,088	\$ 7,100,000	\$ 499,912	7.57%
<b>Total</b>	<b>\$ 118,633,807</b>	<b>\$ 122,171,570</b>	<b>\$ 3,537,763</b>	<b>2.98%</b>

# Revenue Details – Other Local/Federal

Revenue	Estimated Budget	2024-25 Proposed Budget	\$ Change	% Change
Textbook/Other Fees	\$ 5,600	\$ 5,500	\$ (100)	-1.79%
Day School Tuition	\$ 225,000	\$ 240,000	\$ 15,000	6.67%
Health Services	\$ 225,000	\$ 245,000	\$ 20,000	8.89%
Interest Earnings	\$ 500,000	\$ 800,000	\$ 300,000	60.00%
Rentals/Scrap/Sales	\$ 139,000	\$ 160,241	\$ 21,241	15.28%
Prior Year Refund/other	\$ 725,000	\$ 835,000	\$ 110,000	15.17%
Medicaid Assistance	\$ 65,000	\$ 65,000	\$ -	0.00%
<b>Total</b>	<b>\$ 1,884,600</b>	<b>\$ 2,350,741</b>	<b>\$ 466,141</b>	<b>24.73%</b>



# Revenue Details – Use of Reserves and Fund Balance

Revenue	2023-24	2024-25	\$ Change	% Change
	Estimated Budget	Proposed Budget		
Workers Comp Reserve	\$ 50,000	\$ 50,000	\$ -	0.00%
Unemployment Reserve	\$ -	\$ 40,000	\$ 40,000	N/A
ERS Reserve	\$ 300,000	\$ 400,000	\$ 100,000	33.33%
EBLAR Reserve	\$ 500,000	\$ 550,000	\$ 50,000	10.00%
Appropriated Fund Balance	\$ 1,196,992	\$ 1,196,992	\$ -	0.00%
<b>Total</b>	<b>\$ 2,046,992</b>	<b>\$ 2,236,992</b>	<b>\$ 190,000</b>	<b>9.28%</b>

# Compiling the Budget – All Revenues

Revenue	2023-24	2024-25	\$ Change	% Change
	Estimated Budget	Proposed Budget		
Total State Aid	\$ 35,021,964	\$ 35,038,484	\$ 16,520	0.05%
Federal Funds - Medicaid	\$ 65,000	\$ 65,000	\$ -	0.00%
County Sales Tax	\$ 6,600,088	\$ 7,100,000	\$ 499,912	7.57%
Other Local	\$ 1,819,700	\$ 2,285,741	\$ 466,041	25.61%
Use of Reserves & Fund Balance	\$ 2,046,992	\$ 2,236,992	\$ 190,000	9.28%
COMIDA Pmts in Lieu of Tax	\$ 80,080	\$ 104,066	\$ 23,986	29.95%
Property Tax Levy (with STAR)	\$ 111,953,539	\$ 114,967,504	\$ 3,013,965	<b>2.69%</b>
<b>Total Revenues</b>	<b>* \$ 157,587,363</b>	<b>\$ 161,797,787</b>	<b>\$ 4,210,424</b>	<b>2.67%</b>

*\*Estimated surplus in current year due to full foundation aid funding, interest earnings and additional sales tax*

# All Schools - Proposed Budget

	Approved 2023-2024	Proposed 2024-2025	\$ Change	% Change
<b>ALL SCHOOLS</b>				
School Admin	\$ 2,603,848	\$ 2,755,524	\$ 151,676	5.83%
School Support	\$ 6,414,200	\$ 7,367,127	\$ 952,927	14.86%
Teaching Reg. Ed.	\$ 34,823,499	\$ 35,183,586	\$ 360,087	1.03%
Special Ed.	\$ 9,276,591	\$ 9,686,227	\$ 409,636	4.42%
Career & Tech. Ed.	\$ 625,000	\$ 625,000	\$ -	0.00%
Library & Tech	\$ 1,590,754	\$ 1,538,757	\$ (51,997)	-3.27%
Pupil Services	\$ 3,708,255	\$ 3,812,809	\$ 104,554	2.82%
Athletics	\$ 3,152,159	\$ 3,223,495	\$ 71,336	2.26%
<b>Total All School Programs &amp; Services</b>	<b>\$ 62,194,306</b>	<b>\$ 64,192,525</b>	<b>\$ 1,998,219</b>	<b>3.21%</b>

# Elementary Schools

<b>ELEMENTARY SCHOOLS</b>	<b>Approved 2023-2024</b>	<b>Proposed 2024-2025</b>	<b>\$ Change</b>	<b>% Change</b>
<b>School Admin</b>	\$ 1,004,307	\$ 1,088,841	\$ 84,534	8.42%
<b>School Support</b>	\$ 2,905,072	\$ 3,466,139	\$ 561,067	19.31%
<b>Teaching Reg. Ed.</b>	\$ 12,680,136	\$ 13,227,512	\$ 547,376	4.32%
<b>Special Ed.</b>	\$ 3,357,551	\$ 3,580,613	\$ 223,062	6.64%
<b>Library &amp; Tech</b>	\$ 656,056	\$ 680,296	\$ 24,240	3.69%
<b>Pupil Services</b>	\$ 1,197,930	\$ 1,225,372	\$ 27,442	2.29%
<b>Co-Curricular</b>	\$ 57,000	\$ 57,000	\$ -	0.00%
<b><i>Total Elementary Programs &amp; Services</i></b>	<b>\$ 21,858,052</b>	<b>\$ 23,325,773</b>	<b>\$ 1,467,721</b>	<b>6.71%</b>

# Middle Schools

MIDDLE SCHOOLS	Approved 2023-2024	Proposed 2024-2025	\$ Change	% Change
School Admin	\$ 658,565	\$ 706,696	\$ 48,131	7.31%
School Support	\$ 1,420,651	\$ 1,691,777	\$ 271,126	19.08%
Teaching Reg. Ed.	\$ 9,845,371	\$ 9,938,589	\$ 93,218	0.95%
Special Ed.	\$ 3,026,853	\$ 3,071,434	\$ 44,581	1.47%
Library & Tech	\$ 374,577	\$ 352,894	\$ (21,683)	-5.79%
Pupil Services	\$ 1,040,605	\$ 1,123,607	\$ 83,002	7.98%
Co-curricular & Athletics	\$ 411,490	\$ 438,892	\$ 27,402	6.66%
<b><i>Total Middle School Programs &amp; Services</i></b>	<b>\$ 16,778,112</b>	<b>\$ 17,323,889</b>	<b>\$ 545,777</b>	<b>3.25%</b>

# High Schools

	Approved 2023-2024	Proposed 2024-2025	\$ Change	% Change
<b>HIGH SCHOOLS</b>				
School Admin	\$ 940,976	\$ 959,987	\$ 19,011	2.02%
School Support	\$ 2,088,477	\$ 2,209,211	\$ 120,734	5.78%
Teaching Reg. Ed.	\$ 12,297,992	\$ 12,017,485	\$ (280,507)	-2.28%
Special Ed.	\$ 2,892,187	\$ 3,034,180	\$ 141,993	4.91%
Library & Tech	\$ 1,185,121	\$ 1,130,567	\$ (54,554)	-4.60%
Pupil Services	\$ 1,469,720	\$ 1,463,830	\$ (5,890)	-0.40%
Co-Curricular & Athletics	\$ 2,683,669	\$ 2,727,603	\$ 43,934	1.64%
<b><i>Total Middle School Programs &amp; Services</i></b>	<b>\$ 23,558,142</b>	<b>\$ 23,542,863</b>	<b>\$ (15,279)</b>	<b>-0.06%</b>

# Central Student Services

	Approved	Proposed		
CENTRAL STUDENT SERVICES	2023-2024	2024-2025	\$ Change	% Change
Regular Ed. - BOCES	\$ 500,000	\$ 495,561	\$ (4,439)	-0.89%
Special Ed. - District	\$ 2,023,263	\$ 2,003,252	\$ (20,011)	-0.99%
Special Ed. - BOCES	\$ 5,501,235	\$ 5,933,261	\$ 432,026	7.85%
Health & Pupil Services - Public & Private	\$ 3,209,205	\$ 3,614,405	\$ 405,200	12.63%
Summer Services	\$ 25,000	\$ 25,000	\$ -	0.00%
Tech, Library - Private & Public	\$ 22,249	\$ 21,179	\$ (1,070)	-4.81%
<b>Total Central Student Services</b>	<b>\$ 11,280,952</b>	<b>\$ 12,092,658</b>	<b>\$ 811,706</b>	<b>7.20%</b>

# Instructional Services

	Approved 2023-2024	Proposed 2024-2025	\$ Change	% Change
<b>CENTRAL INSTRUCTIONAL SERVICES</b>				
Curriculum Office & District Textbook	\$ 868,724	\$ 837,618	\$ (31,106)	-3.58%
Standards Leaders	\$ 627,500	\$ 735,159	\$ 107,659	17.16%
Teacher & Instruct Materials Centers	\$ 248,074	\$ 123,948	\$ (124,126)	-50.04%
Pupil Personnel Office	\$ 384,375	\$ 608,351	\$ 223,976	58.27%
Instructional Technology	\$ 1,943,058	\$ 3,026,454	\$ 1,083,396	55.76%
Data & Assessment - CIO Office	\$ 505,448	\$ 542,023	\$ 36,575	7.24%
<b>Total Instructional Services</b>	<b>\$ 4,577,179</b>	<b>\$ 5,873,553</b>	<b>\$ 1,296,374</b>	<b>28.32%</b>



# Central Administration

	Approved	Proposed		
CENTRAL ADMINISTRATION	2023-2024	2024-2025	\$ Change	% Change
Board of Education	\$ 34,000	\$ 32,600	\$ (1,400)	-4.12%
District Clerk & Annual Meeting	\$ 53,672	\$ 64,833	\$ 11,161	20.79%
Office of Chief Executive - Superintendent's Office	\$ 440,448	\$ 554,243	\$ 113,795	25.84%
Personnel Services	\$ 529,100	\$ 566,573	\$ 37,473	7.08%
Public Information Services	\$ 349,365	\$ 377,869	\$ 28,504	8.16%
<b><i>Total Central Administration</i></b>	<b><i>\$ 1,406,585</i></b>	<b><i>\$ 1,596,118</i></b>	<b><i>\$ 189,533</i></b>	<b><i>13.47%</i></b>

# Support Services

SUPPORT SERVICES	Approved 2023-2024	Proposed 2024-2025	\$ Change	% Change
Finance	\$ 1,088,467	\$ 1,154,337	\$ 65,870	6.05%
Auditing	\$ 112,468	\$ 112,042	\$ (426)	-0.38%
Printing and Mailing Services	\$ 271,460	\$ 272,000	\$ 540	0.20%
Buildings, Operations, Security & Grounds	\$ 9,770,766	\$ 10,019,597	\$ 248,831	2.55%
Technology - Support Services	\$ 1,556,229	\$ 1,649,602	\$ 93,373	6.00%
Pupil Transportation	\$ 6,507,795	\$ 6,882,757	\$ 374,962	5.76%
<b>Total Support Services</b>	<b>\$ 19,307,185</b>	<b>\$ 20,090,335</b>	<b>\$ 783,150</b>	<b>4.06%</b>

## Specific Highlights 2024-25

- Bus driver shortage has resulted in increased contract transportation costs
- New contract accounts for salary increases
- Electric Utility Costs account for largest increase in Buildings and Operations
- Inflationary pressures on supplies and materials
- Two additional security FTE's for High Schools

# Undistributed Expenses

	Approved	Proposed		
UNALLOCATED EXPENSES	2023-2024	2024-2025	\$ Change	% Change
Debt Service & Transfers	\$ 8,697,550	\$ 8,418,250	\$ (279,300)	-3.21%
Legal & Insurance	\$ 687,000	\$ 770,000	\$ 83,000	12.08%
BOCES Admin Charge	\$ 1,100,000	\$ 1,105,000	\$ 5,000	0.45%
Benefits - District Wide	\$ 46,261,695	\$ 47,659,348	\$ 1,397,653	3.02%
<b>Total Unallocated Expenses</b>	<b>\$ 56,746,245</b>	<b>\$ 57,952,598</b>	<b>\$ 1,206,353</b>	<b>2.13%</b>

## • Specific Highlights 2024-25

- Debt Service reduced by \$2.1 million due to repayment of previous capital project debt
- General Liability and Student Insurances are stable due to above average experience rating
  - Numerous inspections and other measures to mitigate risk
- Employee Benefits
  - NYS Employee Retirement System – for non-certificated staff had a reduction in the employer contribution rate
  - NYS Teacher’s Retirement System – is for certificated teachers and administrators. The cost increase is due to an increase in the required employer contribution and increase in staffing during the 2021-22 and 2022-23 fiscal years
  - Health Insurance – The County Consortiums (RASHP I & II) continue to perform well.

# Compiling the Budget – Appropriations

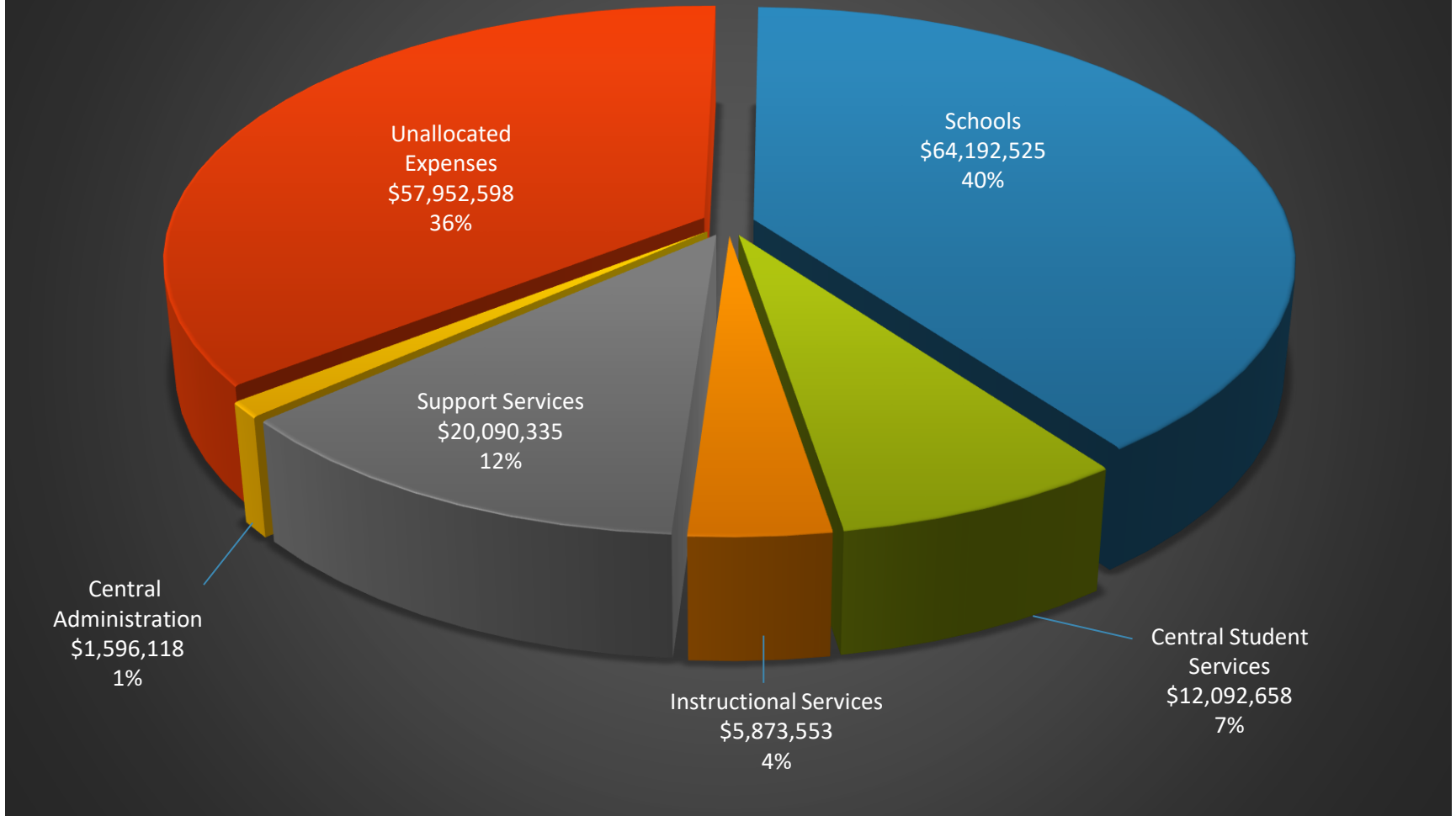
(Spending Plan to be Voted On)

Budget Program Area	2023-24 Adopted	2024-25 Draft	\$ Change	% Change
	Budget	Budget		
Schools	\$ 62,194,306	\$ 64,192,525	\$ 1,998,219	3.21%
Elementary	\$ 21,858,052	\$ 23,325,773	\$ 1,467,721	6.71%
Middle	\$ 16,778,112	\$ 17,323,889	\$ 545,777	3.25%
High	\$ 23,558,142	\$ 23,542,863	\$ (15,279)	-0.06%
Central Student Svcs	\$ 11,280,952	\$ 12,092,658	\$ 811,706	7.20%
Curriculum & Instruct	\$ 4,577,179	\$ 5,873,553	\$ 1,296,374	28.32%
Support Services	\$ 19,267,185	\$ 20,090,335	\$ 823,150	4.27%
Central Admin	\$ 1,446,585	\$ 1,596,118	\$ 149,533	10.34%
Undistributed	\$ 56,746,245	\$ 57,952,598	\$ 1,206,353	2.13%
<b>Total</b>	<b>\$ 155,512,452</b>	<b>\$ 161,797,787</b>	<b>\$ 6,285,335</b>	<b>4.04%</b>

Total full time equivalent staff 1188.46 compared to 1166.61 an increase of 22.85 FTE's

# Putting It Together

2024-2025 Program Services Budget Composition -  
Total \$161,797,787



# Proposed Budget By Object of Expense

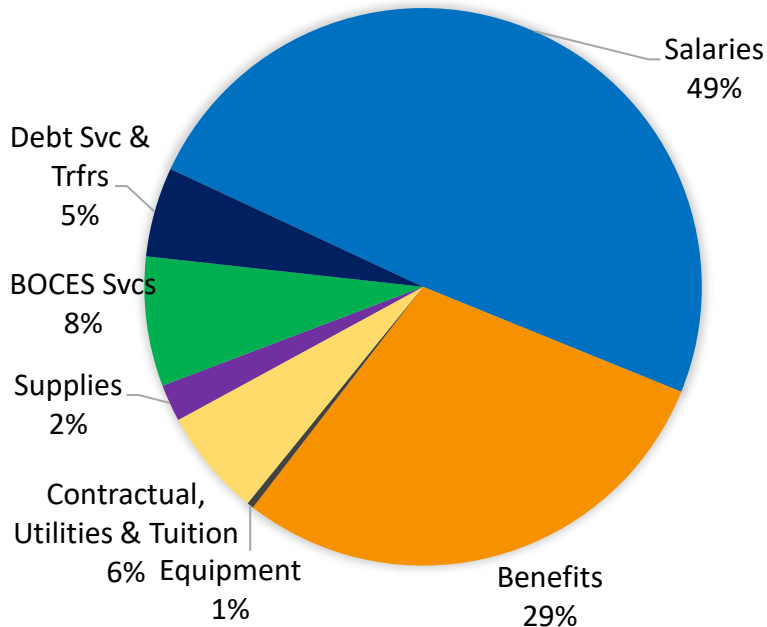
Object of Expense	2023-24	2024-25	\$ Change	% Change
Salaries	\$ 76,287,902	\$ 79,607,198	\$ 3,319,296	4.35%
Benefits	\$ 46,029,695	\$ 47,419,348	\$ 1,389,653	3.02%
Equipment	\$ 653,589	\$ 625,288	\$ (28,301)	-4.33%
Contractual, Utilities & Tuition	\$ 9,587,835	\$ 10,083,651	\$ 495,816	5.17%
Supplies	\$ 3,331,312	\$ 3,483,645	\$ 152,333	4.57%
BOCES Services	\$ 10,929,569	\$ 12,170,407	\$ 1,240,838	11.35%
Debt Service/Transfers	\$ 8,692,550	\$ 8,408,250	\$ (284,300)	-3.27%
<b>Total</b>	<b>\$ 155,512,452</b>	<b>\$ 161,797,787</b>	<b>\$ 6,285,335</b>	<b>4.04%</b>

# Proposed Budget Composition

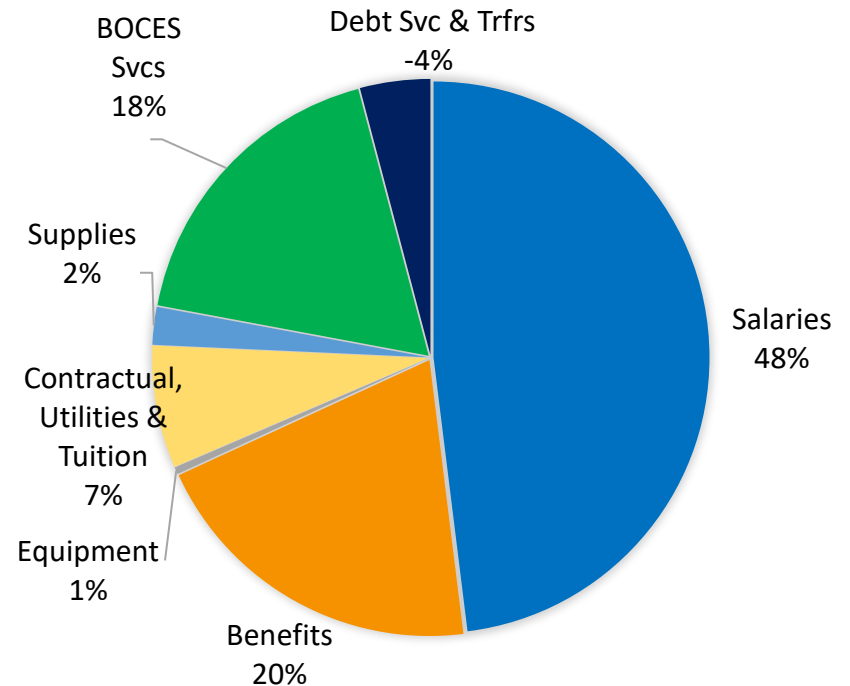
- Salary & Benefits are 78% of total Proposed Budget

- Salary & Benefits are 68% of total Increase

**COMPONENT BUDGET BY OBJECT**

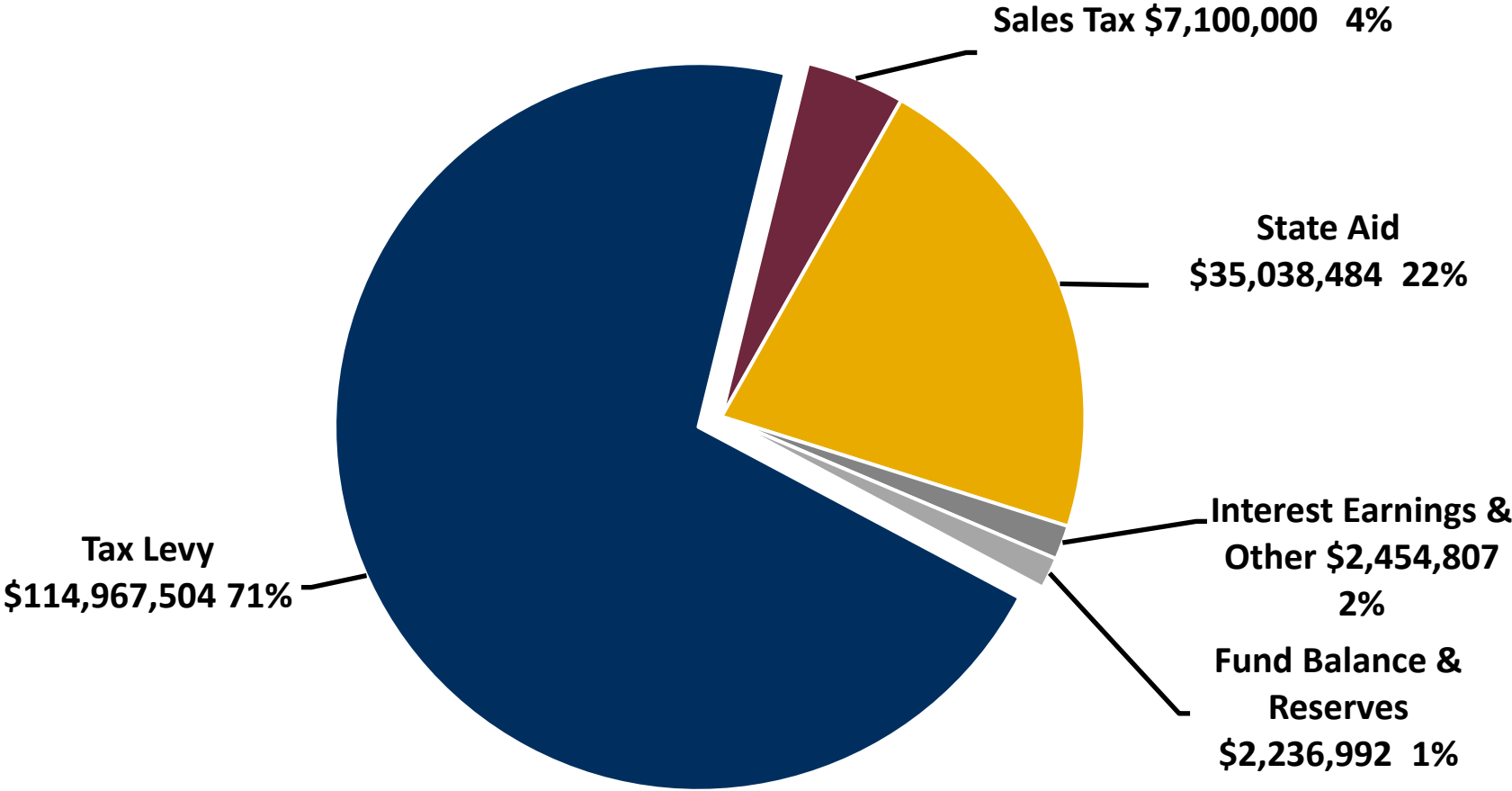


**BUDGET INCREASE DRIVERS BY OBJECT**



# Budget Support Composition

## 2024-25 Proposed Budget – Estimated Revenue





# Additional Propositions Summary

## Overall Premise

Each Proposition is:

- Involves a Capital Reserve Fund
  - A reserve is a provision in the law similar to a savings account for specific purposes
  - Capital Reserves require voter authorization to:
    - Establish / Extend for specified period of time
    - Maximum cumulative deposit amount
    - Expend for approved purpose

***None of the reserve propositions will result in additional taxes or issuance of debt***

## Proposition Index

### 1. Budget Vote

2. **Capital Reserve Fund – Bus Purchase:** authorizes the purchase of 13 buses

3. **Capital Reserve – Instructional Technology Reserve** (new reserve fund)

### 4. BOE Members

# Capital Reserve Fund – Bus Purchase

The plan is to trade-in thirteen buses and purchase  
Thirteen buses

- Total Authorized Withdrawal for Purchases = \$2,229,241
  - Trade-in allowance will reduce total cost
  - ***Using the Reserve Fund results in NO impact on the tax levy***
  - Will generate an estimated \$1.5 Million in State Aid that will replenish the reserve
  - All buses being replaced have more than 100,000 miles



# Recommended Bus Purchases for 2024-25

(7) International 66 Passenger buses (with Cargo)	\$1,215,707
(6) International 66 Passenger buses	<u>\$1,013,534</u>
Total	\$2,229,241 <i>(before auction)</i>

	<u>2023-24</u>	<u>2024-25</u>
Total Cost =	\$1,699,853	\$2,229,241
*Annual Cost =	\$ 104,711	\$ 136,348

*\*Annual Cost assumes 69.4% State Aid reimbursed over a 5-year period*

- *2023-24 replacement update:*
- *Auctioned 18 various buses and received \$200K+ as revenue*

***Will NOT impact the tax levy or the tax rate***

## **Proposition 1: Capital Reserve Fund – Purchase of Buses**

Shall the following resolution be adopted, to wit:

**BE IT RESOLVED**, that the Board of Education of the Pittsford Central School District is hereby authorized to withdraw from the “Capital Reserve Fund – Purchase of Buses” a sum of money not to exceed Two Million, Two Hundred Twenty-Nine Thousand Two Hundred Forty-One Dollars (\$2,229,241) to be used for the purchase of thirteen (13) replacement sixty-six passenger buses and communications equipment used in the operation of such buses. State Aid generated on these purchases will be returned to the Capital Reserve Fund – Purchase of Buses.

***Will not result in the levy of additional tax or debt – asking for voter authorization to withdraw from savings designated for bus purchases. This is not adding additional tax or debt as some districts do. Aid from the purchase of buses is returned to the reserve (savings account) for future bus purchases***

Pittsford Schools

**Proposition 2: Capital Reserve Fund –  
Instructional Technology Reserve**

Shall the following resolution be adopted, to wit:

**BE IT RESOLVED**, that the Board of Education of the Pittsford Central School District is hereby authorized to establish a reserve fund in accordance with New York State Education Law and Local Finance Law, to be known as the “Capital Instructional Technology Reserve Fund”. The ultimate amount of such fund shall not exceed fifteen million dollars (\$15,000,000) plus accrued interest. The fund shall be used to finance, in whole or in part, the purchase of equipment, including computer equipment (i.e. hardware, software, related networking infrastructure and related peripherals). The maximum term of the Capital Instructional Technology Reserve Fund shall be 10 years and the source of money to be paid into such reserve fund shall include excess revenue, unencumbered appropriations, unreserved fund balance of the school district or budgetary appropriation.

***Will not result in the levy of additional tax or debt***

# 2024-25 Proposed Budget - Fast Facts

- The Proposed Budget:
  - Closed a 600K budget gap through cost reductions without layoffs
  - Maintains all programs for students
  - Is balanced and remains within the Property Tax Cap
  - Has a tax levy increase of **2.69%**
  - Has a budget-to-budget proposed spending increase of 4.04%
  - Is fiscally responsible, reduces budget margins but still preserves the ability to fund reserve accounts and maintain fund balance levels

# Legal Requirements

## Official Board of Education Action Required:

- Approval of the total spending plan and any additional propositions
- Approval the NYS Property Tax Report Card

## Other requirements:

- Tax Cap and proposed Tax Levy Submission
- Administrative Salary Disclosure
- Discussion of the ARP funds
- Reminder about **early voting** and absentee ballots

# American Rescue Plan (ARP) Funding

This is the third source of federal money that was approved for school districts to address the financial impact of the pandemic. The district received **\$1,287,512**. As part of the grant requirements, **20% or \$257,502** needs to be spent to address "learning loss."

- Coordinator of Diversity and Inclusion/Homelessness
- Tutoring Center Staff
- Network and Instructional Program Cyber Security and Screening
- Employee Benefits

## Amendments:

- ✓ Additional funds to support mental health services, literacy coaches, and math/reading specialists
- ✓ A potential amendment could be used to support the purchase of additional 1:1 devices
- ✓ Potential amendment could include additional facilities supplies

**All information from the plan posted on the district's website: <https://www.pittsfordschools.org/>**

**The district must: Seek public comment from parents, teachers, and other stakeholders**

**Please provide any feedback to the district via: [Communication Protocol for Questions/Concerns/Feedback](#) located on the District's website**

**Pittsford Schools**



# Important Dates for the 2024-2025 Budget Adoption

**May 14**    Public Budget Hearing

*Location: Barker Road Middle School McCluski Board Room*

**May 21**    Budget Vote and Board Election

*Location: Barker Road Middle School Gymnasium*

# 2024-2025 Budget Adoption

- Board of Education Questions & Discussion
- Presentation may be reviewed on District's website: [www.pittsfordschools.org](http://www.pittsfordschools.org)

# Pittsford Schools

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

Fax: 585.381.9368

Michael\_Vespi@pittsford.monroe.edu

Michael Vespi  
Assistant Superintendent for Business

Date: April 16, 2024  
To: Michael Pero, Superintendent of Schools  
From: Michael Vespi, Assistant Superintendent for Business  
Re: Budget Adoption Resolution



An electronic and a hard copy binder of the Superintendent's proposed 2024-2025 Programs and Services Budget have been prepared for your review. The format provides extensive detail for the budget that you will be recommending to the Board of Education at the April 16, 2024 meeting.

In summary, the 2024-25 proposed budget is \$161,797,787 which is \$6,285,335 or 4.04% more than the current year. The tax levy increase is estimated to be 2.69%, which is within the maximum allowable tax cap.

Please advise if I may be of further assistance to you in attaining Board of Education adoption of your budget. For your convenience, I have provided a resolution below:

***BE IT RESOLVED*** that the Board of Education of the Pittsford Central School District does hereby adopt and support as a corporate body the Superintendent's 2024-2025 Proposed Budget in the total amount of \$161,797,787 as presented.

MV:mn

For Board  
Approval

PITTSFORD CENTRAL SCHOOL DISTRICT  
Board of Education Meeting  
Tuesday, March 12, 2024  
Barker Road Middle School  
(Link to Public Viewing on Website)

A BUDGET WORKSHOP SESSION of the Pittsford Central School District Board of Education was held at 6:00 p.m. in the McCluski Room, Barker Road Middle School on Tuesday, March 12, 2024. Mr. Pero reviewed the Central Administration budget. Mrs. Ward reviewed the Building Based budgets. Mr. Vespi reviewed the Support Services and Undistributed budgets.

The REGULAR MEETING of the Pittsford Central School District Board of Education began at 7:00 p.m. in the McCluski Room, Barker Road Middle School on Tuesday, March 12, 2024.

BOARD MEMBERS PRESENT: R. Scott, J. Casey, D. Berk, K. Huels, E. Kay, S. Pelusio, R. Sanchez-Kazacos.  
LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, S. Clark, S. Cutaia, M. Vespi, 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. Mrs. Scott called the Regular Meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mrs. Huels, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting.  
Vote: Unanimously carried

**APPROVED:  
AGENDA**

3. Principal's Report: Principal, Mr. Josh Walker, reported on activities at Calkins Road Middle School.

4. Motion was made by Mr. Casey, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its February 27, 2024, Regular meeting.  
Vote: Unanimously carried with Mrs. Sanchez-Kazacos abstaining as she was not in attendance at this meeting.

**APPROVED:  
MINUTES  
2/27/24**

5. Board Reports: Mrs. Pelusio reported on the legislative meeting. Mrs. Sanchez-Kazacos noted some upcoming community engagement events.

6. Motion was made by Mrs. Huels, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution:  
Vote: Unanimously carried

**APPROVED:  
CAPITAL RESERVE  
BUS PROPOSITION**

**Proposition - Capital Reserve Fund - Purchase of Buses**  
Shall the following resolution be adopted, to wit:

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District is hereby authorized to withdraw from the "Capital Reserve Fund - Purchase of Buses" a sum of money not to exceed Two Million Two Hundred Twenty-Nine Thousand Two Hundred Forty-One Dollars and Four Cents (\$2,229,241.04) to be used for the purchase of thirteen (13) replacement sixty-six passenger buses and communications equipment used in the operation of such buses. State Aid generated on these purchases will be returned to the Capital Reserve Fund - Purchase of Buses.

7. Motion was made by Mrs. Pelusio, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution:  
Vote: Unanimously carried

**APPROVED:  
INSTR. TECH. RESERVE  
FOR 1:1 DEVICES**

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District, Monroe County, New York be authorized to withdraw the "Capital Instructional Technology Reserve" (savings account) a sum of money not to exceed \$500,000 to be used for the purchase of laptops to support the 1:1 device program.

8. Motion was made by Mrs. Kay, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution:  
Vote: Unanimously carried

**APPROVED:  
NEW CAPITAL RESERVE -  
INSTRUCTIONAL TECH.**

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District, Monroe Country, be authorized to establish a reserve fund in accordance with New York State Education Law and Local Finance Law, to be known as the "Capital Instructional Technology Reserve Fund". The ultimate amount of such fund shall not exceed fifteen million dollars (\$15,000,000) plus accrued interest. The fund shall be used to finance, in whole or in part, the purchase of equipment, including computer equipment (i.e. hardware, software, related networking infrastructure and related peripherals). The maximum term of the Capital Instructional Technology Reserve Fund shall be 10 years and the source of money to be paid into such reserve fund shall include excess revenues, unencumbered appropriations, unreserved fund balances of the school district or budgetary appropriation.

Mrs. Scott circled back and noted the other dates to remember under the Board of Education Report area.

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

**APPROVED:  
PROFESSIONAL  
STAFF REPORT**

#### A. Appointment – School Related Professional

Name: Kris Laudadio  
Position: PRE Paraprofessional  
Type of Position: Full Time  
Salary: \$19,257.00  
Effective Date: 03/04/2024

Name: Lin Zhu  
Position: BRMS Paraprofessional  
Type of Position: Full Time  
Salary: \$21,737.00  
Effective Date: 03/04/2024

Name: Maya Benzan  
Position: ACE Paraprofessional  
Type of Position: Full Time  
Salary: \$19,743.00  
Effective Date: 03/06/2024

B. Resignation – Administrator – see attached  
Elizabeth Carpenter

C. Resignation – School Related Professional – see attached  
Barbara Burnett

D. Resignation – Supervisory & Technical– see attached  
Elyse Jones

10. Motion was made by Mrs. Pelusio, seconded by Mrs. Kay 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 RESIGNATIONS			LENGTH	
POSITION	BLDG	OF SVC	DATE	
David Harrison	Asst. Purchasing Agent	District Office	6 mos.	03/15/2024

TRANSPORTATION APPOINTMENTS			HOURS	DATE	SALARY
POSITION	BLDG	DATE	SALARY		
Timothy Kennelley	Security Worker	DW	Per Diem	10/03/2023	\$22.00 hr.

TRANSPORTATION RETIREMENTS			LENGTH	DATE
POSITION	BLDG	OF SVC	DATE	
Debra Sharpe	Bus Driver	TMF	16.7	04/09/2024

CUSTODIAL/MAINTENANCE APPOINTMENTS			HOURS	DATE	SALARY
POSITION	BLDG	DATE	SALARY		
Arich Thompson	Cleaner	MHS	40 wk.	03/02/2024	\$34,400.00
Jeffrey Sacchitella	Cleaner	BRMS	40 wk.	02/26/2024	\$34,400.00
Michael Driscoll	Cleaner	SHS	40 wk.	03/04/2024	\$34,400.00

CUSTODIAL/MAINTENANCE RESIGNATIONS			LENGTH	DATE
POSITION	BLDG	OF SVC	DATE	
Kurt Miner	PT Cleaner	MHS	1 yr.	02/26/2024

FOOD SERVICE APPOINTMENTS			HOURS	DATE	SALARY
POSITION	BLDG	DATE	SALARY		
Robert Gardner	Asst. Cook Manager	MHS	30 wk.	03/05/2024	\$20,028.00

FOOD SERVICE TERMINATIONS			LENGTH	DATE
POSITION	BLDG	OF SVC	DATE	
Linda Cirona	Food Service Worker	BRMS	4 mo.	02/26/2024
Gillian O'Shei	Food Service worker	CRMS	1.5 yrs.	02/27/2024

11. Mr. Clark noted the first reading of Tenure Recommendations.

12. Special Education Report: Ms. Woods noted that the recommendations are under the Consent Agenda.

13. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Huels and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the 2024/2025 school calendar as presented.  
Vote: Unanimously carried

**APPROVED:  
2024/2025 SY  
CALENDAR**

77.

14. Mr. Pero noted the following gifts to the district which are on the Consent Agenda.

- ~Donation of \$2,000.00 to the PCSD Student Opportunity Fund from the Pittsford Education Foundation.
- ~Donation of \$1,500.00 from District PTSA for Square One Tile Art at Jefferson Road Elementary School.

15. Mr. Pero spoke about the total solar eclipse on April 8<sup>th</sup>, the policy manual audit, structural deficits from Mr. Vespi's presentation, federal funds, increased costs, high inflation, tax cap, the lack of funding with reduced state aid and how the district is working to address everything with advocacy efforts. He ended by saying that the focus needs to shift to full-on advocacy from the entire community to have an impact.

16. Motion was made by Mrs. Pelusio, seconded by Mrs. Huels 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 Award:

BOCES 2 Cooperative Magazine Bid	Magazine Subscription Service Agency	\$2,679.07
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Committee on Special Education: Amendments, Amendment – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation/Annual Reviews, Requested Review.

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

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

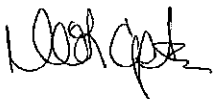
17. New Business: Mrs. Scott spoke about the upcoming play, "Midnight at Midday, the Musical Tales of an Eclipse" on April 6<sup>th</sup> & 7<sup>th</sup> at Calkins Road Middle School.

18. Public Comment: one person addressed the Board.

19. Motion was made by Mrs. Pelusio, seconded by Mrs. Huels and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 7:43 p.m.  
Vote: Unanimously carried

**APPROVED:  
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter  
School District Clerk

**MONROE #1 BOCES ANNUAL ELECTION/BUDGET VOTE**

**April 23, 2024**

**RESOLUTION/BALLOT**

The undersigned, being the duly appointed and acting clerk of the \_\_\_\_\_  
Central School District (the "district"), hereby certifies as follows:

The Board of Education of the District, at a meeting duly called and held on \_\_\_\_\_ which  
\_\_\_\_\_ members were present and \_\_\_\_\_ members were absent, and at which a quorum was present and voting  
throughout, took the following action: (check "yes" if the board adopted the resolution, "no" if the board voted  
against the resolution, "abstain" if the board decides not to vote).

**SEAT #1**

RESOLVED: to cast one vote for the election  
of Margaret Burns, resident of the West Irondequoit  
Central School District, as a member of the  
Monroe #1 BOCES Board for a term of office  
which will begin on July 1, 2024, and end on  
June 30, 2027.

Yes\_\_\_No\_\_\_  
Abstain\_\_\_

**SEAT #2**

RESOLVED: to cast one vote for the election of  
Mark Kokanovich resident of the Brighton  
Central School District, as a member of the  
Monroe #1 BOCES Board for a term of office which  
will begin on July 1, 2024, and end on June 30,  
2027.

Yes\_\_\_No\_\_\_  
Abstain\_\_\_

**SEAT #3**

RESOLVED: to cast one vote for the election of  
Tom Nespeca resident of the Webster Central  
School District, as a member of the  
Monroe #1 BOCES Board for a term of office which  
will begin on July 1, 2024, and end on June 30,  
2027.

Yes\_\_\_No\_\_\_  
Abstain\_\_\_

**SEAT #4**

RESOLVED: to cast one vote for the election of  
Maureen Nupp resident of the Fairport Central  
School District, as a member of the  
Monroe #1 BOCES Board for a term of office which  
will begin on July 1, 2024, and end on June 30,  
2027.

Yes\_\_\_No\_\_\_  
Abstain\_\_\_

**SEAT #5**

RESOLVED: to cast one vote for the election of  
Nancy Semal resident of the E. Irondequoit Central  
School District, as a member of the  
Monroe #1 BOCES Board for a term of office which  
will begin on July 1, 2024, and end on June 30,  
2027.

Yes\_\_\_No\_\_\_  
Abstain\_\_\_

**OVER** 



**ADMINISTRATIVE BUDGET VOTE**

RESOLVED: that the Board of Education of the  
\_\_\_\_\_ School District votes  
to approve the proposed BOCES administrative  
budget in the amount of **\$5,820,485** for the  
2024-2025 fiscal year.

Yes\_\_\_No\_\_\_

Abstain\_\_\_

Dated: April\_\_\_\_, 2024

\_\_\_\_\_  
District Clerk

***\*Please complete this ballot, email it to Val Leonardo at [Valerie.Leonardo@boces.monroe.edu](mailto:Valerie.Leonardo@boces.monroe.edu) and send the signed original to Val regular/interoffice mail on **April 26, 2024.*****

# **PITTSFORD CENTRAL SCHOOL DISTRICT**

## **TREASURER'S REPORT**

### **February 29, 2024**

The following reports have been prepared by the Assistant Director of Finance, Rachel Smith, in accordance with the Uniform System of Accounts for School Districts as required by the New York State Department of Audit and Control. These reports represent the financial status of the District as of February 29, 2024.

#### **GENERAL FUND**

---

- The District received from NYS the 2023 4<sup>th</sup> quarter sales tax payment of \$1,805,250 (see page 3).

#### **SCHOOL LUNCH FUND**

---

- The school lunch program had net operations of \$14,742 for the month of February (see page 9).

#### **MISCELLANEOUS REVENUES & CUSTODIAL FUNDS**

---

- Activity was normal for the month of February (see page 17).

#### **SPECIAL AID FUND**

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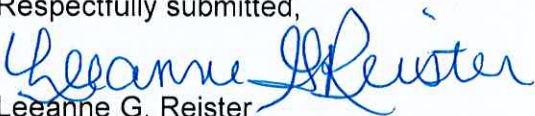
- Activity was normal for the month of February. The District is awaiting SED approvals for Title III Grant (see page 11).
- The District is awaiting SED approval on an amendment for IDEA 611 grant (see page 11).

#### **CAPITAL, DEBT AND RESERVE FUNDS**

---

- Capital and Debt Service Funds have an unencumbered balance of \$66,021,653 (see page 13).
- Reserve fund balances total \$34,003,216 (see page 13).

Respectfully submitted,



Leeanne G. Reister  
Director of Finance

## PITTSFORD CENTRAL SCHOOLS

### STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS February 29, 2024

#### GENERAL FUND

	1/31/2024 Balance	Receipts	Disbursements	2/29/2024 Balance
Cash in Banks - Checking	\$ 2,599,678.52	\$ 20,674,747.94	\$ 16,641,763.47	\$ 6,632,662.99
Money Market Account-Chase	3,392,916.92	6,167,395.42	7,000,000.00	2,560,312.34
Money Market Account- Key	28,110.43	8.93	-	28,119.36
Money Market Account- M & T	5,677,028.88	13,547.13	-	5,690,576.01
Money Market Account- CNB	49,261.74	1.95	-	49,263.69
Money Market Account- NYCLASS	39,118,199.27	161,527.90	5,000,000.00	34,279,727.17
Chase Purchasing Card	-	83,088.45	83,088.45	-
FSA/HRA Checking	766,915.65	42,838.73	56,045.17	753,709.21
Payroll Checking	5,943.88	6,971,022.06	6,972,366.97	4,598.97
Investments (See Schedule)	16,265,013.10	42,780.33	6,130,161.72	10,177,631.71
	<b>\$ 67,903,068.39</b>	<b>\$ 34,156,958.84</b>	<b>\$ 41,883,425.78</b>	<b>\$ 60,176,601.45</b>

#### RESERVES

	1/31/2024 Balance	Receipts	Disbursements	2/29/2024 Balance
Teachers Retirement Contribution	4,642,449.60	19,339.61	-	4,661,789.21
Capital Reserve	5,524,824.30	27,587.74	-	5,552,412.04
Bus Purchase Reserve	7,325,689.92	15,662.61	-	7,341,352.53
Consolidated Reserves Account	12,530,106.80	26,878.71	-	12,556,985.51
Swimming Facilities Capital Reserve	1,513,582.39	3,246.83	-	1,516,829.22
Instructional Technology Capital Reserve	2,368,766.23	5,081.31	-	2,373,847.54
	<b>\$ 33,905,419.24</b>	<b>\$ 97,796.81</b>	<b>\$ -</b>	<b>\$ 34,003,216.05</b>

#### SCHOOL LUNCH FUND

	1/31/2024 Balance	Receipts	Disbursements	2/29/2024 Balance
Cash in Banks - Checking	\$ 614,798.14	\$ 204,374.49	\$ 207,130.10	\$ 612,042.53
Money Market Account-NYCLASS	663,089.35	2,762.33	-	665,851.68
	<b>\$ 1,277,887.49</b>	<b>\$ 207,136.82</b>	<b>\$ 207,130.10</b>	<b>\$ 1,277,894.21</b>

#### CAPITAL FUND

	1/31/2024 Balance	Receipts	Disbursements	2/29/2024 Balance
Cash in Banks - Checking	\$ 3,168,418.55	\$ 21.75	\$ -	\$ 3,168,440.30
Capital Reserve	12,574,612.42	-	395,393.34	12,179,219.08
Bus Purchase Reserve -Capital	87,566.25	-	-	87,566.25
	<b>\$ 15,830,597.22</b>	<b>\$ 21.75</b>	<b>\$ 395,393.34</b>	<b>\$ 15,435,225.63</b>

#### SPECIAL AID FUND

	1/31/2024 Balance	Receipts	Disbursements	2/29/2024 Balance
Cash in Banks - Checking	\$ 773,041.20	\$ 620,560.48	\$ 217,665.55	\$ 1,175,936.13
	<b>\$ 773,041.20</b>	<b>\$ 620,560.48</b>	<b>\$ 217,665.55</b>	<b>\$ 1,175,936.13</b>

# PITTSFORD CENTRAL SCHOOLS

## INVESTMENT SCHEDULES

*As of January 31, 2024*

### GENERAL FUND

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
2/23/2024	3/25/2024	CNB	10,177,631.71	5.23%	31	45,208.20
			10,177,631.71			45,208.20

Our current interest rates are as follows:

JP Morgan Chase Checking	0.00%-2.70%
JP Morgan Chase Money Market	2.70%
Key Checking	0.40%
Key Money Market	0.40%
NYCLASS Money Market	5.27%
Canandaigua National Bank Money Market	0.25%
M & T Money Market -General Fund	3.00%

**PITTSFORD CENTRAL SCHOOLS**

**GENERAL FUND**

Monthly Statement of Revenues  
February 29, 2024

DESCRIPTION	BUDGETED REVENUES	REV. REC'D 2/29/2024	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	107,992,581.51	-	105,923,058.64	107,992,581.51	-
Other Payments in Lieu of Taxes	80,080.00	-	96,875.54	96,875.54	16,796
STAR Tax Relief Program	3,960,957.49	-	3,960,957.49	3,960,957.49	-
Interest & Penalties	100.00	-	500.35	500.35	400
County Sales Tax	6,600,088.00	1,805,250.04	3,969,420.18	6,600,088.00	-
Textbook Charges	600.00	-	-	600.00	-
Tuition - Individuals	-	-	-	-	-
Other Student Charges	5,000.00	-	82.00	5,000.00	-
Admissions	-	-	12,235.00	12,235.00	12,235
Other Charges - Services	-	-	15.87	15.87	15.87
Tuition - Other Districts	225,000.00	-	-	225,000.00	-
Health Services - Other Districts	225,000.00	-	-	225,000.00	-
Interest Earned on Investments	500,000.00	269,204.10	1,518,915.19	1,518,915.19	1,018,915
Rental of Real Property	40,000.00	2,346.50	27,727.38	40,000.00	-
Rental of Real Property, BOCES	-	-	-	-	-
Rental of Buses	2,000.00	288.23	7,327.55	7,327.55	5,328
Commissions	-	-	-	-	-
Forfeiture of Deposits	-	-	100.00	100.00	100
Sale of Scrap and Excess Materials	1,000.00	617.51	2,782.35	2,782.35	1,782
Sale of Instructional Materials - Textbooks	-	-	-	-	-
Sale of Equipment	65,000.00	-	236,360.00	236,360.00	171,360
Insurance Recoveries	30,000.00	2,521.17	282,200.91	282,200.91	252,201
Other Compensation for Loss	1,000.00	88.95	627.46	1,000.00	-
Refund for BOCES Aided Services	300,000.00	-	630,501.68	630,501.68	330,502
Refund of Prior Years Expense	200,000.00	77,781.92	343,091.38	343,091.38	143,091
Gifts and Donations	40,000.00	1,510.00	26,920.00	40,000.00	-
Unclassified Revenues	185,000.00	37,382.52	115,653.32	185,000.00	-
State Aid - General Operating/Foundation Aid	14,256,450.92	12,351.74	5,510,276.29	14,256,450.92	-
State Aid - Excess Cost	608,680.00	-	702,421.50	702,421.50	93,742
State Aid - Building Aid	4,038,304.00	-	-	4,038,304.00	-
State Aid - Lottery Aid	7,748,350.56	-	7,748,350.56	7,748,350.56	-
State Aid - Lottery Grant	1,011,891.52	151,783.72	860,107.75	1,011,891.52	-
State Aid - Commercial Gaming Grant	-	-	-	-	-
State Aid - BOCES	3,696,160.00	-	-	3,696,160.00	-
State Aid - Textbooks	344,665.00	-	88,890.00	344,665.00	-
State Aid - Software Aid	91,558.00	-	-	91,558.00	-
State Aid - Hardware Aid	95,994.00	-	-	95,994.00	-
State Aid - Library Mat. Aid	38,200.00	-	-	38,200.00	-
State Aid - Other Charter School CSBT	-	-	700.00	700.00	700
State Aid - Other Urban Suburban	1,016,799.00	-	-	1,016,799.00	-
State Aid - Other Nonresident Homeless Tuition	-	-	61,923.00	61,923.00	61,923
Medicaid Assistance	65,000.00	12,351.75	47,119.65	65,000.00	-
<b>Subtotal</b>	<b>\$ 153,465,460.00</b>	<b>\$ 2,373,478.15</b>	<b>\$ 132,175,141.04</b>	<b>\$ 155,574,550.32</b>	<b>\$ 2,109,090.32</b>
Appropriated Fund Balance	1,196,992.00	-	-	1,196,992.00	-
Appropriated Reserves:					
Workers Compensation Reserve	50,000.00	-	-	50,000.00	-
EBALR Reserve	500,000.00	-	-	500,000.00	-
ERS Reserve	300,000.00	-	-	300,000.00	-
<b>Budgeted Revenues Total</b>	<b>\$ 155,512,452.00</b>	<b>\$ 2,373,478.15</b>	<b>\$ 132,175,141.04</b>	<b>\$ 157,621,542.32</b>	<b>\$ 2,109,090.32</b>
Interfund Transfers	-	-	-	-	-
Interest Allocated to Reserves	-	97,796.81	763,155.01	763,155.01	763,155
Reserve for Encumbrances	2,913,513.41	-	-	2,913,513.41	-
<b>Adjusted Budgeted Revenues Total</b>	<b>\$ 158,425,965.41</b>	<b>\$ 2,471,274.96</b>	<b>\$ 132,938,296.05</b>	<b>\$ 161,298,210.74</b>	<b>\$ 2,872,245.33</b>

# PITTSFORD CENTRAL SCHOOLS

## GENERAL FUND

Schedule of Appropriated Expenses  
February 29, 2024

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
<b>School Operations</b>						
Elementary Schools	21,858,052.00	613,836.07	22,471,888.07	11,547,549.36	8,853,554.91	2,070,783.80
Middle School	16,778,112.00	202,860.18	16,980,972.18	8,717,346.39	6,686,919.80	1,576,705.99
High School	23,558,142.00	26,228.08	23,584,370.08	11,993,482.49	8,273,780.13	3,317,107.46
<b>Total School Operations</b>	<b>62,194,306.00</b>	<b>842,924.33</b>	<b>63,037,230.33</b>	<b>32,258,378.24</b>	<b>23,814,254.84</b>	<b>6,964,597.25</b>
<b>Central Student Programs &amp; Services</b>						
Special Education Office	670,284.00	56,623.06	726,907.06	245,536.15	130,973.75	350,397.16
Special Education Services	1,352,979.00	2,545.00	1,355,524.00	648,597.95	579,950.37	126,975.68
Out of District Spec. Ed Programs	6,938,384.00	395,205.77	7,333,589.77	4,131,885.81	3,002,541.45	199,162.51
Special Services	1,400,407.00	3,793.00	1,404,200.00	649,209.99	507,292.64	247,697.37
Summer Programs	25,000.00	5,080.62	30,080.62	14,332.29	10,000.00	5,748.33
Non Public Services	393,898.00	33,684.60	427,582.60	72,537.56	56,721.25	298,323.79
BOCES	500,000.00	(62,673.67)	437,326.33	291,952.56	112,797.64	32,576.13
<b>Total Central Programs &amp; Services</b>	<b>11,280,952.00</b>	<b>434,258.38</b>	<b>11,715,210.38</b>	<b>6,054,062.31</b>	<b>4,400,277.10</b>	<b>1,260,880.97</b>
<b>Instructional Services</b>						
Curriculum & Instruction Services	868,724.00	49,961.21	918,685.21	569,623.60	169,134.12	179,927.49
Standards of Performance	627,500.00	56,935.88	684,435.88	341,762.86	250,697.73	91,975.29
Pupil Services Office	384,375.00	2,564.65	386,939.65	178,933.84	98,946.73	109,059.08
Instructional Technology Services	1,943,058.00	971,186.02	2,914,244.02	2,185,036.44	546,632.15	182,575.43
Professional Development Services	248,074.00	4,134.87	252,208.87	160,908.05	80,024.19	11,276.63
Data Team	505,448.00	(5,924.53)	499,523.47	344,596.73	152,947.98	1,978.76
<b>Total Instructional Services</b>	<b>4,577,179.00</b>	<b>1,078,858.10</b>	<b>5,656,037.10</b>	<b>3,780,861.52</b>	<b>1,298,382.90</b>	<b>576,792.68</b>
<b>Support Services</b>						
Finance Services	1,200,935.00	37,856.48	1,238,791.48	783,168.33	322,374.64	133,248.51
Personnel Services	529,100.00	65,062.54	594,162.54	374,245.05	156,858.65	63,058.84
Public Information Services	349,365.00	38,451.11	387,816.11	224,977.91	119,835.12	43,003.08
Operations and Maintenance	9,770,766.00	932,319.23	10,703,085.23	4,869,251.87	3,109,808.72	2,724,024.64
Printing and Mailing Services	271,460.00	(7,289.45)	264,170.55	91,440.65	66,900.34	105,829.56
Support Services Technology	1,556,229.00	200,708.25	1,756,937.25	1,407,087.50	344,468.07	5,381.68
Transportation Services	6,507,795.00	200,156.64	6,707,951.64	3,239,026.18	2,355,327.44	1,113,598.02
<b>Total Support Services</b>	<b>20,185,650.00</b>	<b>1,467,264.80</b>	<b>21,652,914.80</b>	<b>10,989,197.49</b>	<b>6,475,572.98</b>	<b>4,168,144.33</b>
<b>Central Administration</b>						
Board of Education	87,672.00	4,700.31	92,372.31	36,835.66	5,853.32	49,683.33
Superintendent's Office	440,448.00	32,882.06	473,330.06	296,455.28	144,005.89	32,868.89
<b>Total Central Administration</b>	<b>528,120.00</b>	<b>37,582.37</b>	<b>565,702.37</b>	<b>333,290.94</b>	<b>149,869.21</b>	<b>82,552.22</b>
<b>Undistributed Expenses</b>						
Debt Service & Interfund Transfers	8,697,550.00	7,234.58	8,704,784.58	4,298,174.75	4,166,750.25	239,859.58
Insurance & Fees	1,787,000.00	881,193.23	2,668,193.23	2,173,863.04	434,218.45	60,111.74
Employee Benefits	46,261,695.00	(1,013,550.04)	45,248,144.96	26,706,615.51	16,195,542.66	2,345,986.79
<b>Total Undistributed Expenses</b>	<b>56,746,245.00</b>	<b>(125,122.23)</b>	<b>56,621,122.77</b>	<b>33,178,653.30</b>	<b>20,796,511.36</b>	<b>2,645,958.11</b>
<b>TOTAL</b>	<b>155,512,452.00</b>	<b>3,735,765.75</b>	<b>159,248,217.75</b>	<b>86,594,433.80</b>	<b>56,934,858.39</b>	<b>15,718,925.56</b>

**Transfers and Adjustments Detail:**

Prior Year Encumbrances	2,913,513.41
Resolution for Tax Certiorari Settlement	822,252.34
<b>Total Transfers and Adjustments</b>	<b>3,735,765.75</b>

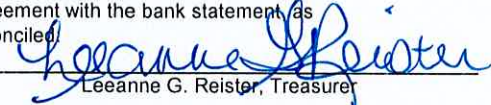
**PITTSFORD CENTRAL SCHOOLS**  
**BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**  
**General Fund Accounts (Checking and Money Market)**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$ 51,638,055.29
	<b>Receipts:</b>			
	Taxes & Tax Items			
	Payroll Funding	6,971,022.06		
	Local Revenues	525,079.68		
	State Aid (VLT Lottery Aid)	151,783.72		
	Monroe #1 BOCES			
	Sales Tax	1,805,250.04		
	Transfer- Tax Certiorari Reserve			
	Transfer from CD	6,156,981.18		
	FSA Deductions	39,619.88		
	Transfer from Special Aid Re: DT/DF			
	Transfer from School Lunch Re: DT/DF			
	Transfer from Mem/Sch. Re: DT/DF			
	Transfer- Capital Re: DT/DF			
	Federal Aid - Medicaid	24,703.49		
	Interest	199,582.56		
	Transfer from Reserves Re: Appropriations/Adjustments			
	<b>Net Transfers</b>	<b>24,397,049.05</b>		
	<b>Total Receipts:</b>			<b>40,271,071.66</b>
	<b>Disbursements:</b>			
	EFT/Wire Transfers		222,824.91	
	General Fund Checks #269417-269777		3,578,206.84	
	ACH #001640-001653		2,983.29	
	Transfer to CM Re: DT/DF			
	Transfer to Special Aid Re: DT/DF			
	Payroll Checks & Direct Deposits		6,972,349.23	
	Payroll Funding		6,736,743.89	
	Transfer- Capital Re: DT/DF			
	Transfer- CD Re: Investment			
	Void Checks			
	Transfer- Reserves (Year End Funding)			
	Transfer to Debt (8/1 Bond Payment)			
	<b>Net Transfers</b>		<b>24,397,049.05</b>	
	<b>Total Disbursements:</b>			<b>(41,910,157.21)</b>
29-Feb	ENDING BALANCE	<b>\$ 40,271,071.66</b>	<b>\$ 41,910,157.21</b>	<b>49,998,969.74</b>

<b>BANK RECONCILIATION</b>
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<b>BALANCE PER BANK:</b>	51,016,690.83
<b>ADD:</b>	
Outstanding Deposits	
Correction Pending Payroll	
ACH/Checks returns	
Outstanding Transfers	6,361.87
<b>SUBTRACT:</b>	
Outstanding Checks	(1,014,325.69)
Outstanding FSA Withdrawals	
Outstanding Payment	(150.00)
Outstanding Transfers	(9,607.27)
<b>ADJUSTED BANK BALANCE</b>	49,998,969.74
<b>BALANCE PER BOOKS</b>	49,998,969.74

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 FEBRUARY 2024**

**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
1-Feb	BEGINNING BALANCE			\$	17,172,556.40
	<b>Receipts:</b>				
	Transfer from General Fund (Year End Res. Funding)				
	Interest - Reserve for Liability		2,652.27		
	Interest -Tax Certiorari		3,558.78		
	Interest- Unemployment Insurance		858.41		
	Interest- Employee Benefit & Accrued Liabilities		7,800.29		
	Interest- Employee Retirement Contribution		5,744.96		
	Interest- Teachers Retirement Contribution		19,339.61		
	Interest- Workers' Compensation		1,424.89		
	Interest- Insurance Reserve		4,839.11		
	Transfers				
	<b>Total Receipts:</b>				46,218.32
	<b>Disbursements:</b>				
	EFT Withdrawals				
	Transfer to General Fund: Appropriations				
	Transfers				
	<b>Total Disbursements:</b>				-
29-Feb	ENDING BALANCE		<b>\$ 46,218.32</b>	<b>\$ -</b>	<b>17,218,774.72</b>

<b>BANK RECONCILIATION</b>
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<b>BALANCE PER BANK:</b>	17,218,774.72
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	17,218,774.72
<b>BALANCE PER BOOKS</b>	17,218,774.72

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

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

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

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




**PITTSFORD CENTRAL SCHOOLS**  
**BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**  
**Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$ 16,732,862.84
	<b>Receipts:</b>			
	Transfer from General: Year End Reserve Funding			
	Interest - Bus Purchase Reserve	15,662.61		
	Interest - Capital Reserve	27,587.74		
	Interest - Capital Swimming Facilities Reserve	3,246.83		
	Interest - Capital IT Reserve	5,081.31		
	Transfer from Capital Fund Bus Reserve			
	Net Transfers			
	<b>Total Receipts:</b>			51,578.49
	<b>Disbursements:</b>			
	Transfer to Capital Fund: Capital Reserve			
	Transfer to Capital Fund Bus Reserve			
	Net Transfers			
	<b>Total Disbursements:</b>			-
29-Feb	ENDING BALANCE	<b>\$ 51,578.49</b>	<b>\$ -</b>	<b>16,784,441.33</b>

<b>BANK RECONCILIATION</b>
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<b>BALANCE PER BANK:</b>	16,784,441.33
<b>ADD:</b>	
Transfer from General	
<b>SUBTRACT:</b>	
Outstanding Checks	
Due To Capital	
<b>ADJUSTED BANK BALANCE</b>	16,784,441.33
<b>BALANCE PER BOOKS</b>	16,784,441.33

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  
GENERAL FUND PAYROLL ACTIVITY  
February 29, 2024**

	2/1/2024			2/29/2024
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Consolidated Payroll	-	4,441,501.44	4,441,501.44	-
Net 1099R Distributions	-	-	-	-
United Way	-	1,668.50	1,668.50	-
NYS Employee Retirement	216.98	37,897.06	37,824.75	289.29
Income Protection (LTD)	-	8,519.89	8,519.89	-
Hospital Insurance	-	277,930.32	277,930.32	-
AFLAC	-	1,006.96	1,006.96	-
Life Insurance	-	5,101.30	5,101.30	-
NYS Income Tax	-	259,296.66	259,296.66	-
Federal Income Tax	-	499,959.59	499,959.59	-
Federal Income Tax-1099R	-	248.18	-	248.18
Earned Income Credit	-	-	-	-
Income Execution	-	6,770.90	6,770.90	-
Association Dues	-	85,085.81	85,085.81	-
Social Security	-	950,514.92	950,514.92	-
Teacher Loans	-	16,685.00	16,685.00	-
Tax Sheltered Annuities	4,200.00	327,859.83	327,859.83	4,200.00
Other Liabilities	-	-	-	-
Flex Benefits-Medical Exp.	(3,840.83)	58,337.76	66,778.83	(12,281.90)
Flex Benefits-Dependent Care	22,296.20	20,858.28	18,559.14	24,595.34
Flex Benefits-Management Fee	-	43.72	43.72	-
529 College Savings	-	-	-	-
HSA Accounts	-	11,969.84	11,969.84	-
Health Fund Reserve	747,351.68	-	9,718.36	737,633.32
<b>TOTALS:</b>	<b>\$ 770,224.03</b>	<b>\$ 7,011,255.96</b>	<b>\$ 7,026,795.76</b>	<b>\$ 754,684.23</b>

**PITTSFORD CENTRAL SCHOOLS  
SCHOOL LUNCH FUND  
Monthly Operating Report  
February 29, 2024**

	CURRENT YEAR MONTHLY TOTALS	PREVIOUS YEAR MONTHLY TOTALS	2023-24 YR-TO-DATE	2022-23 YR-TO-DATE
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**REVENUES:**

TYPE A SALES	\$ 80,298.75	\$ 78,885.50	\$ 520,526.75	\$ 530,519.50
OTHER CAFETERIA SALES	123,101.55	123,033.11	823,987.44	823,597.69
REBATES	-	-	989.61	1,005.12
INTEREST INCOME	2,762.33	2,119.00	22,804.85	9,683.38
INSURANCE/OTHER COMP	-	-	-	-
MISCELLANEOUS INCOME	-	-	370.93	390.92
<b>TOTAL REVENUES:</b>	<b>\$ 206,162.63</b>	<b>\$ 204,037.61</b>	<b>\$ 1,368,679.58</b>	<b>\$ 1,365,196.61</b>

**EXPENDITURES**

SALARIES	\$ 76,212.49	\$ 79,075.66	\$ 475,522.63	\$ 463,976.36
EQUIPMENT	-	-	28,124.50	4,955.75
CONTRACTUAL/BOCES	-	99.08	10,605.89	12,435.79
FOOD & MILK USED	75,363.25	71,872.34	565,746.87	487,008.49
REPAIRS	1,508.96	4,854.72	13,236.80	19,246.32
TRAVEL/MILEAGE	-	-	106.29	-
SUPPLIES	5,222.28	6,013.66	37,047.33	43,916.85
BENEFITS	33,113.65	32,873.04	199,275.30	227,208.51
<b>TOTAL EXPENDITURES:</b>	<b>\$ 191,420.63</b>	<b>\$ 194,788.50</b>	<b>\$ 1,329,665.61</b>	<b>\$ 1,258,748.07</b>

<b>NET OPERATIONS:</b>	\$ 14,742.00	\$ 9,249.11	\$ 39,013.97	\$ 106,448.54
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**OTHER ITEMS AFFECTING FUND BALANCE**

Cumulative Change in Reserve for Supplies Inventory	\$ 4,074.94	\$ 2,129.79
Change in Fund Balance:	43,088.91	108,578.33
Fund Balance at July 1	\$ 901,799.02	\$ 638,971.21
Fund Balance to date	\$ 944,887.93	\$ 747,549.54

Beginning Inventories	\$	29,385.62
Encumbrances	\$	-
Appropriated - Next Year's Budget	\$	-

Loss of State Aid (National Lunch & Breakfast Program)	\$19,290	Free, Reduced & Paid
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**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**

School Lunch Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$ 1,277,887.49
	<b>Receipts:</b>			
	Daily Deposits	22,395.60		
	Prepays- School Lunch Office	1,130.00		
	Prepaid- via NutriKids/Heartland	177,338.15		
	Other Sales-Vending			
	Catering	324.50		
	Miscellaneous	1,492.15		
	Transfer from General re: DT/DF			
	Interest	2,762.33		
	Net Transfers			
	<b>Total Receipts:</b>			205,442.73
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Check # 203987-204016		123,588.62	
	Payroll Funding		81,847.39	
	Void Checks			
	Transfer to General re: DT/DF			
	Net Transfers			
	<b>Total Disbursements:</b>			(205,436.01)
29-Feb	ENDING BALANCE	<b>\$ 205,442.73</b>	<b>\$ 205,436.01</b>	<b>1,277,894.21</b>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	1,274,823.87
<b>ADD:</b> Outstanding Deposits	12,817.26
<b>SUBTRACT:</b>	
Outstanding Checks	(9,746.92)
<b>ADJUSTED BANK BALANCE</b>	<u>1,277,894.21</u>
<b>BALANCE PER BOOKS</b>	<u>1,277,894.21</u>

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

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

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

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

**PITTSFORD CENTRAL SCHOOLS**  
**SPECIAL AID FUNDS**  
**SCHEDULE OF APPROPRIATED EXPENSE**  
February 29, 2024

DESCRIPTION	ORIGINAL BUDGET/REVENUES	PRIOR YR EXPENDITURES	CURRENT YR EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES	GRANT ADMINISTRATORS
<b>SERVICES FOR FEES</b>						
Driver Education (Cumulative Balance)	184,532.69	-	83,824.33	6,108.16	94,600.20	Student Services
Summer Enrichment (Cumulative Balance)	113,997.61	5,160.11	89,010.45	2,068.00	17,759.05	
Summer Enrichment (2024-25)	-	-	5,164.00	-	(5,164.00)	
<b>IDEA 611 (07/01/23-06/30/24)</b>	<b>1,357,795.00</b>	<b>-</b>	<b>676,748.02</b>	<b>525,210.97</b>	<b>155,836.01</b>	<b>Special Education</b>
Covers special education expenditures						
<b>IDEA 619 (07/01/23-06/30/24)</b>	<b>36,762.00</b>	<b>-</b>	<b>11,796.78</b>	<b>5,898.40</b>	<b>19,066.82</b>	<b>Special Education</b>
Covers pre-school educational expenses.						
<b>TITLE I 22/23 (09/01/22-08/31/23)</b>	<b>221,608.00</b>	<b>144,068.55</b>	<b>11,728.38</b>	<b>-</b>	<b>65,813.07</b>	<b>Student Services</b>
<b>TITLE I 23/24 (09/01/23-08/31/24)</b>	<b>194,200.00</b>	<b>-</b>	<b>99,742.51</b>	<b>62,849.22</b>	<b>31,608.27</b>	<b>Student Services</b>
Provides program additions at qualifying schools to support students at risk of not passing the required state assessments						
<b>TITLE IIA GRANT 22/23 (09/01/22-08/31/23)</b>	<b>163,983.00</b>	<b>69,224.62</b>	<b>47,722.51</b>	<b>-</b>	<b>47,035.87</b>	<b>Student Services</b>
<b>TITLE IIA GRANT 23/24 (09/01/23-08/31/24)</b>	<b>82,582.00</b>	<b>-</b>	<b>56,870.02</b>	<b>36,659.03</b>	<b>(10,947.05)</b>	<b>Student Services</b>
Enhances Teacher/Principal training and recruitment.						
<b>TITLE III GRANT 22/23 (09/01/22-08/31/23)</b>	<b>25,158.00</b>	<b>3,300.64</b>	<b>20,465.25</b>	<b>-</b>	<b>1,392.11</b>	<b>Student Services</b>
<b>TITLE III GRANT 23/24 (09/01/23-08/31/24)</b>	<b>9,464.00</b>	<b>-</b>	<b>862.33</b>	<b>1,964.00</b>	<b>6,637.67</b>	<b>Student Services</b>
Provides language instructional education programs to assist Limited English Proficient (LEP) students achieve standards						
<b>TITLE IV SSAE GRANT (09/01/22-08/31/23)</b>	<b>26,349.00</b>	<b>290.00</b>	<b>312.29</b>	<b>-</b>	<b>25,746.71</b>	<b>Student Services</b>
<b>TITLE IV SSAE GRANT (09/01/23-08/31/24)</b>	<b>15,465.00</b>	<b>-</b>	<b>776.71</b>	<b>-</b>	<b>14,688.29</b>	<b>Student Services</b>
Provides resources to increase the capacity of local agencies						
<b>TEACHER CENTER GRANT 2023-24</b>	<b>65,867.00</b>	<b>-</b>	<b>46,957.00</b>	<b>2,131.21</b>	<b>16,778.79</b>	<b>Teacher Center</b>
Provides staff development opportunities for teachers.						
<b>SPECIAL ED SUMMER PROGRAMS 4408</b>	<b>392,000.00</b>	<b>-</b>	<b>379,964.97</b>	<b>-</b>	<b>12,035.03</b>	<b>Special Education</b>
Payments for tuition to BOCES and outside providers of summer special education programs.						
<b>SPECIAL ED SUMMER PROGRAM-In District</b>	<b>455,450.00</b>	<b>-</b>	<b>419,156.45</b>	<b>2,873.32</b>	<b>33,420.23</b>	<b>Special Education</b>
Expenses for staff and materials for state approved in-district special education summer program.						
<b>SPECIAL ED SUMMER PROGRAM-Related Services</b>	<b>18,000.00</b>	<b>-</b>	<b>4,307.98</b>	<b>-</b>	<b>13,692.02</b>	<b>Special Education</b>
Payments to outside providers and staff for related services during July and August.						
<b>AMERICAN RESCUE PLAN</b>	<b>1,287,512.00</b>	<b>545,101.71</b>	<b>423,738.91</b>	<b>260,554.65</b>	<b>58,116.73</b>	<b>Student Services</b>
<b>AMERICAN RESCUE PLAN 611 GRANT</b>	<b>265,089.00</b>	<b>249,849.03</b>	<b>15,239.97</b>	<b>-</b>	<b>-</b>	<b>Special Education</b>
<b>AMERICAN RESCUE PLAN 619 GRANT</b>	<b>29,267.00</b>	<b>20,758.92</b>	<b>8,508.08</b>	<b>-</b>	<b>-</b>	<b>Special Education</b>
Provides resources to address the COVID-19 impact on schools						
<b>CRRSA - ESSER II FUND</b>	<b>4,593,034.00</b>	<b>3,968,535.35</b>	<b>624,498.65</b>	<b>-</b>	<b>-</b>	<b>Student Services</b>
for the purpose of providing emergency relief funds to address the impact that COVID-19 has had, and continues to have, on schools						
<b>CRRSA - GEER II FUND</b>	<b>740,432.00</b>	<b>740,432.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>Student Services</b>
provides grants to Governors for the purpose of providing educational agencies with emergency assistance to address the impact of Covid-19						
<b>SCHOOL LIBRARY SYSTEM GRANT 2023-24</b>	<b>2,262.62</b>	<b>-</b>	<b>1,580.55</b>	<b>647.06</b>	<b>35.01</b>	<b>Various Schools</b>
Mini grants through BOCES for School Library Media Specialists.						
<b>NYS HEALTHCARE WORKER BONUSES</b>	<b>11,841.50</b>	<b>-</b>	<b>20,991.75</b>	<b>-</b>	<b>(9,150.25)</b>	<b>Business Office</b>
for bonuses to recruit, retain, & reward front line health care workers						
<b>TOTALS :</b>	<b>10,292,651.42</b>	<b>5,746,720.93</b>	<b>3,049,965.89</b>	<b>906,964.02</b>	<b>589,000.58</b>	

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**

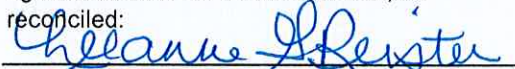
**Special Aid Funds**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$ 773,041.20
	<b>Receipts:</b>			
	Local Revenues	36.00		
	State Aid/Federal Aid	620,524.48		
	Transfer from General (20% funding)			
	Transfer from General DT/DF			
	Transfer to Special Aid Fund: write offs			
	Net Transfers			
	<b>Total Receipts:</b>			<u>620,560.48</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Check # 206916-206943		65,234.77	
	Transfer to General Fund re: DT/DF			
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		152,430.78	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(217,665.55)</u>
29-Feb	ENDING BALANCE	<u>\$ 620,560.48</u>	<u>\$ 217,665.55</u>	<u>1,175,936.13</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	1,190,858.71
<b>ADD:</b> Outstanding Transfer from General	
Deposit in Transit	
NSF	
<b>SUBTRACT:</b>	
Outstanding Checks	(14,922.58)
Outstanding Transfer to General	
<b>ADJUSTED BANK BALANCE</b>	<u>1,175,936.13</u>
<b>BALANCE PER BOOKS</b>	<u>1,175,936.13</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

## Capital & Debt Service SCHEDULE OF APPROPRIATED EXPENSE February 29, 2024

DESCRIPTION	APPROPRIATIONS	PRIOR YEAR PROJECT EXPENDITURES	EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES
Bus Purchases 2023-24	1,794,696.00	-	1,707,129.76	-	87,566.24
Capital 21-22 Funded by General Fund	250,000.00	220,949.26	29,050.74	-	-
Capital 22-23 Funded by General Fund	600,000.00	379,133.60	136,787.73	84,078.67	-
Capital 23-24 Funded by General Fund	600,000.00	-	77,375.36	73,920.02	448,704.62
Capital Funded by Reserve - May 2021	6,000,000.00	2,532,059.05	2,704,989.52	9,471.79	753,479.64
Capital Project - March 2023	69,822,169.00	-	2,584,075.55	5,934,871.45	61,303,222.00
Emergency Project - SHS Roof	575,000.00	4,836.65	347,382.16	2,601.19	220,180.00
Subtotal - Capital Fund	79,641,865.00	3,136,978.56	7,586,790.82	6,104,943.12	62,813,152.50
Debt Service	7,902,550.00	-	4,294,550.00	399,500.00	3,208,600.00
<b>TOTALS:</b>	87,544,415.00	3,136,978.56	11,881,340.82	6,504,443.12	66,021,652.50

## RESERVE BALANCES February 29, 2024

DESCRIPTION	FUND BALANCE 7/1/2023	APPROPRIATED AMOUNT OR ACTUAL EXPENDITURE	INTEREST/ OTHER REVENUES	APPROVED TRANSFER (In/Out)	FUND BALANCE TO DATE
Vehicle Purchases Funded by Reserve	7,231,765.21		109,587.32		7,341,352.53
Capital Reserve	5,326,500.11		225,911.93		5,552,412.04
Instructional Technology Capital Reserve	2,335,169.41		38,678.13		2,373,847.54
Capital Swimming Facility	1,500,000.00		16,829.22		1,516,829.22
Insurance Reserve	2,220,536.76		40,160.63		2,260,697.39
Unemployment Insurance Reserve	393,899.17		7,124.08		401,023.25
Reserve for Liability	1,217,055.09		22,011.67		1,239,066.76
Reserve for Tax Certiorari	2,444,322.34	(822,252.34)	40,494.51		1,662,564.51
Employee Benefit & Accrued Liability Reserve	3,583,968.64		60,111.74		3,644,080.38
Reserve for Retirement Contributions	2,639,508.46		44,375.37		2,683,883.83
Reserve for Teacher Retirement Contributions	4,515,083.28		146,705.93		4,661,789.21
Workers' Compensation Reserve	654,504.57		11,164.82		665,669.39
<b>TOTALS:</b>	40,584,074.80	(822,252.34)	763,155.35	-	34,003,216.05

Note: Fund Balance includes the use of appropriated or actual amounts, as well as, approved transfers yet to be completed and may not equal cash on page 1.

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**

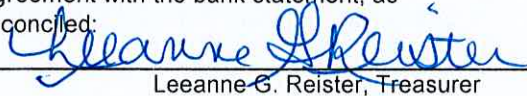
Capital

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$15,830,597.22
	<b>Receipts:</b>			
	Transfer from General Fund re: Due to/from			
	Transfer from General Fund re: Bus Purch. Reserve			
	BAN Proceeds			
	Interest	21.75		
	Net Transfers			
	<b>Total Receipts:</b>			<u>21.75</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Transfer to Capital Reserve re: Closing of Project			
	Capital Checks-060205-060206		-	
	Capital Reserve Checks #001008-001014		395,393.34	
	Bus Purchase Reserve Checks #200040-200040		-	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(395,393.34)</u>
29-Feb	ENDING BALANCE	<u>\$ 21.75</u>	<u>\$ 395,393.34</u>	<u>15,435,225.63</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	15,435,225.63
<b>ADD:</b>	
Capital Reserve MM Transfer	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>15,435,225.63</u>
<b>BALANCE PER BOOKS</b>	<u>15,435,225.63</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 FEBRUARY 2024**


**Miscellaneous Revenue Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$ 162,824.98
	<b>Receipts:</b>			
	Miscellaneous -Dividend & Local Money	5,760.00		
	<b>Total Receipts:</b>			<u>5,760.00</u>
	<b>Disbursements:</b>			
	Checks 200895-200899		738.51	
	Due To/From			
	Void Checks			
	<b>Total Disbursements:</b>			<u>(738.51)</u>
29-Feb	ENDING BALANCE	<u>\$ 5,760.00</u>	<u>\$ 738.51</u>	<u>167,846.47</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	168,886.47
<b>ADD:</b>	
Outstanding Transfer from General NSF Check	
<b>SUBTRACT:</b>	
Outstanding Checks	(1,040.00)
<b>ADJUSTED BANK BALANCE</b>	<u>167,846.47</u>
<b>BALANCE PER BOOKS</b>	<u>167,846.47</u>

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Deborah L. Carpenter, School District Clerk

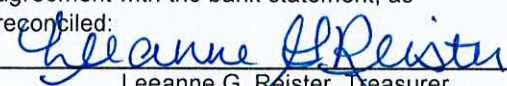
**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**

**Custodial Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$ -
	<b>Receipts:</b>			
	Miscellaneous			
	Interest			
	Net Transfers			
	Total Receipts:			-
	<b>Disbursements:</b>			
	EFT/Wire Transfers-Taxes			
	Net Transfers			
	Total Disbursements:			-
29-Feb	ENDING BALANCE	\$ -	\$ -	-

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

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

## MISCELLANEOUS REVENUE & CUSTODIAL ACTIVITY SUMMARY February 29, 2024

Miscellaneous Revenue Accounts	BEGINNING BALANCE 7/1/2023	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 2/29/2024
Special Revenue Funds (Scholarships/Grants	149,974.48	44,075.63	26,203.64	167,846.47

Custodial Accounts	BEGINNING BALANCE 7/1/2023	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 2/29/2024
Sales Tax	-	2,204.00	2,204.00	-

Extraclassroom Accounts	BEGINNING BALANCE 7/1/2023	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 2/29/2024
Allen Creek Elementary	1,212.47	238.80	-	1,451.27
Jefferson Road Elementary	1,998.34	-	-	1,998.34
Mendon Center Elementary	17,686.42	8,247.93	6,142.82	19,791.53
Park Road Elementary	3,603.75	5,578.00	5,529.30	3,652.45
Thornell Road Elementary	4,058.80	6,042.00	5,498.05	4,602.75
Barker Road Middle School	47,527.95	82,527.48	73,651.11	56,404.32
Calkins Road Middle School	44,535.68	72,592.15	56,686.57	60,441.26
Sutherland High School	62,691.32	88,740.77	77,128.52	74,303.57
Mendon High School	96,738.62	71,600.38	54,552.71	113,786.29
<b>TOTALS :</b>	280,053.35	335,567.51	279,189.08	336,431.78

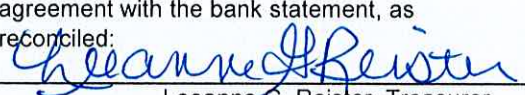
**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**

Debt Service Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Feb	BEGINNING BALANCE			\$ 4,952,732.97
	<b>Receipts:</b>			
	Transfer from General Fund (per appropriations)			
	Premium on BAN Issuance			
	Interest	5,680.95		
	Net Transfers			
	<b>Total Receipts:</b>			<u>5,680.95</u>
	<b>Disbursements:</b>			
	Depository Trust Company (Wires)		2,076,375.00	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(2,076,375.00)</u>
29-Feb	ENDING BALANCE	<u>\$ 5,680.95</u>	<u>\$ 2,076,375.00</u>	<u>2,882,038.92</u>

<b>BANK RECONCILIATION</b>
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BALANCE PER BANK:	2,882,038.92
ADD:	
Outstanding Transfer	
SUBTRACT:	
ADJUSTED BANK BALANCE	<u>2,882,038.92</u>
BALANCE PER BOOKS	<u>2,882,038.92</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 SCHOOL DISTRICT

March 12, 2024

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Budgetary Transfer Report

Fiscal Year: 2024

Current Appropriation - Effective From: 02/01/2024 To: 02/29/2024

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
<b>Fund: A - GENERAL FUND</b>						
02/01/2024	019772	Tranfser to pay for Speeth Pathologist License	A420-2250-500-2255 R	SpEd Sv Speech Supplies	-229.00	
			A420-2250-468-2255 R	SpEd Sv Speech Membership		229.00
02/01/2024	021684	To purchase Health Supplies	A115-2020-500-0020 R	PR Supr RegSch Supplies	-27.44	
			A115-2815-500-0815 R	PR HealthSv Supplies		27.44
02/13/2024	021866	TO FUND CONFERENCE VIA ZOOM FOR P. PETERS/TRE READING	A117-2110-500-0110 R	TR Tch RegSch Supplies	-75.00	
			A117-2110-465-0110 R	TR Tch RegSch Trav Conf		75.00
02/01/2024	021879	To cover cost of copy paper purchase	A520-2830-500-0830 R	PS Supplies & Materials	-20.00	
			A520-2830-506-0830 R	PS Copy Paper		20.00
02/07/2024	021923	Splitting SWANK subscription with Library. BTR School Half	A114-2110-400-0100 R	MC SchlSuppt Contr Svc	-318.00	
			A114-2610-400-0610 R	MC Library Contr Svc		318.00
02/07/2024	022032	To cover processing fees	A113-2610-500-0610 R	JR Library Supplies	-68.25	
			A113-2610-400-0610 R	JR Library Contr Svc		68.25
02/07/2024	022048	To cover the increase in pay for lifeguards at Swim meets and practices.	A300-2855-412-0855 R	HS Athletics Gymnast Rent	-2,000.00	
			A300-2855-401-0855 R	HS Athletics Chaperones		2,000.00
02/07/2024	022050	Funds needed to cover Arctic Wolf Security Summit - Professional development for J. Cimmerer	A550-2060-500-0060 R	DAT Supplies & Materials	-65.00	
			A550-2060-465-0060 R	DAT Travel and Conference		65.00
02/07/2024	022057	Transfer into supplies (from unused membership dues) for purchase of books	A540-2070-468-0173 R	ProfDev Memberships	-250.00	
			A540-2070-500-0173 R	ProfDev Supplies & Matls		250.00
02/07/2024	022085	To cover the upcoming all-county acceptance bill for MHS.				

			A341-2110-500-0164 R	MHS Music Instr Supplies	-26.00		
			A341-2110-500-0165 R	MHS Music Vocal Supplies	-142.50		
			A341-2110-406-0164 R	MHS Music Instr Entry Fee		26.00	
			A341-2110-406-0165 R	MHS Music Vocal Entry Fee		142.50	
02/06/2024	022086	For facility use of Nazareth College's indoor tennis courts for both SHS and MHS Boys Tennis teams, in anticipation of incimate weather.					
			A300-2855-404-0855 R	HS Athletics St Chmpnshps	-700.00		
			A300-2855-400-0855 R	HS Athletics Contr Svc		700.00	
02/07/2024	022095	Transfer from Speech Supplies to pay for J.Joly-Rowland SLP license					
			A420-2250-500-2255 R	SpEd Sv Speech Supplies	-253.00		
			A420-2250-468-2255 R	SpEd Sv Speech Membership		253.00	
02/07/2024	022097	TO PROVIDE FUNDS TO RETURN REGENTS EXAMS VIA FEDERAL EXPRESS					
			A232-2110-500-0100 R	CR SchlSuppt Supplies	-4.38		
			A232-2110-400-0100 R	CR SchlSuppt Contr Svc		4.38	
02/07/2024	022168	TO COVER THE COST OF ADMIN BOCES TRAINING- STANDARD REUNIFICATION METHOD EXERCISE TRAINING					
			A231-2110-465-0100 R	BR SchlSuppt Trav Conf	-179.33		
			A231-2020-465-0020 R	BR Supr RegSch Trav Conf		179.33	
02/07/2024	022170	TO COVER COST OF MCSMA ALL-COUNTY ENTRY FEES - PO: PND-03348					
			A340-2110-500-0164 R	SHS Music Instr Supplies	-168.00		
			A340-2110-500-0165 R	SHS Music Vocal Supplies	-137.00		
			A340-2110-406-0164 R	SHS Music Instr Entry Fee		168.00	
			A340-2110-468-0165 R	SHS Music Vocal Membershi		137.00	
02/07/2024	022207	To cover BOCES Reunification training for R Albano					
			A114-2020-465-0020 R	MC Supr RegSch Trav Conf	-184.10		
			A114-2110-490-0100 R	MC SchlSuppt BOCES		184.10	
02/12/2024	022801	For Copy Paper Expense per Leslie P's request					
			A630-1480-500-0480 R	INF Supplies & Materials	-100.00		
			A630-1480-506-0480 R	INF Copy Paper		100.00	
02/09/2024	022923	To cover the cost of Fact Fluency Toolkits (ZB) for 5 elem. bldgs.					
			A511-2010-465-0058 R	STD Math Trav Conf	-3,800.00		
			A510-2010-500-0010 R	CURINS Supplies		3,800.00	
02/12/2024	022993	To cover MCSMA Entry Fees for MHS.					
			A341-2110-500-0164 R	MHS Music Instr Supplies	-78.19		
			A341-2110-406-0164 R	MHS Music Instr Entry Fee		78.19	
02/13/2024	023017	to cover MCSMA Entry Fees					
			A113-2110-500-0165 R	JR Music Vocal Supplies	-30.00		
			A113-2110-406-0165 R	JR Music Vocal Entry Fees		30.00	
02/13/2024	023020	Funds to cover PND-03348 for MCSMA Entry Fees for MCE					
			A114-2110-468-0110 R	MC Tch RegSch Membership	-70.56		
			A114-2110-468-0164 R	MC Music Instr Membership		70.56	
02/12/2024	023050	To cover training and ASBO conferences					
			A610-1310-400-0310 R	FIN BusAdmn Contr Svc	-3,492.23		
			A610-1310-465-0310 R	FIN BusAdmn Trav & Conf		3,492.23	

02/13/2024	023146	To cover RIC DPSS State conference for Jeff Cimmerer. Professional Development.	A550-2060-500-0060 R	DAT Supplies & Materials	-3.00	
			A550-2060-465-0060 R	DAT Travel and Conference		3.00
02/15/2024	023148	TO COVER THE COST OF MCSMA ENTRY FEES	A231-2110-403-0110 R	BR Tch RegSch Field Trip	-480.00	
			A231-2110-468-0164 R	BR Music Instr Membership		288.00
			A231-2110-468-0165 R	BR Music Vocal Membership		192.00
02/13/2024	023150	Transfer into Supply code so IMC can purchase supplies	A540-2070-505-0173 R	ProfDev Print & Tonr Cart	-225.00	
			A540-2070-500-0173 R	ProfDev Supplies & Matls		225.00
02/13/2024	023163	To cover the negative balance on a PO for a supply order for the Instructional Materials Center.	A540-2070-505-0173 R	ProfDev Print & Tonr Cart	-10.00	
			A540-2070-500-0173 R	ProfDev Supplies & Matls		10.00
02/20/2024	023252	To pay for the use of indoor tennis courts for the boys Tennis Teams.	A300-2855-404-0855 R	HS Athletics St Chmpnshps	-600.00	
			A300-2855-400-0855 R	HS Athletics Contr Svc		600.00
02/15/2024	023285	To supplement the NACAC membership renewal fee for Eric Domroes, MHS.	A341-2810-500-0810 R	MHS Counseling Supplies	-19.00	
			A341-2810-468-0810 R	MHS Counseling Membership		19.00
02/20/2024	023311	To cover cost of additional library books	A114-2610-400-0610 R	MC Library Contr Svc	-604.94	
			A114-2610-500-0610 R	MC Library Supplies		604.94
02/20/2024	023316	To provide funds for all-school Cultural Arts Performance	A112-2110-403-0110 R	AC Tch RegSch Field Trips	-23.48	
			A112-2110-493-0110 R	AC Tch RegSch Yng Aud-Cul		23.48
02/20/2024	023390	To cover for interpreter	A113-2810-500-0810 R	JR Counseling Supplies	-18.00	
			A113-2110-400-0100 R	JR SchISuppt Contr Svc		18.00
02/21/2024	023446	To cover the purchase of a transit van.	A640-1621-200-0621 R	OM Custodial Equipment	-34,317.50	
			A640-1620-200-0620 R	OM Equipment		34,317.50
02/27/2024	023667	TO PROVIDE FUNDS FOR WORLD LANGUAGE SUPPLY NEEDS	A232-2110-468-0134 R	CR World Lang Membership	-196.15	
			A232-2110-500-0134 R	CR World Lang Supplies		196.15
02/27/2024	023668	TO PROVIDE FUNDS FOR CARD STOCK ORDER	A232-2110-500-0100 R	CR SchISuppt Supplies	-4.85	
			A232-2110-506-0100 R	CR SchISuppt Copy Paper		4.85
02/27/2024	023676	TO COVER COST OF MAINTENANCE AGREEMENT FOR COLOR POSTER PRINTER SS# AAFY3159.	A340-2110-500-0116 R	SHS Business Supplies	-49.00	
			A340-2110-400-0116 R	SHS Business Contr Serv		49.00
02/29/2024	023731	To cover Crisis Prevention Institute Membership for Mary Cochran	A440-2820-465-0820 R	SPSV PsychSv Trav Conf	-195.00	
			A440-2820-468-0820 R	SPSV PsychSv Memberships		195.00

02/27/2024	023780	Transfer out of budget 505 (funds not needed) into supplies to place year end book and supply orders	A540-2070-505-0173 R	ProfDev Print & Tonr Cart	-1,435.85	
			A540-2070-500-0173 R	ProfDev Supplies & Matls		1,435.85
02/27/2024	023782	Funds to cover \$184.10 deficit and to cover professional development (one Day with Zaretta Hammond) for Heather Clayton and Richard Albano (\$650.00)	A114-2110-500-0110 R	MC Tch RegSch Supplies	-834.10	
			A114-2020-490-0020 R	MC Supr RegSch BOCES		834.10
02/27/2024	023795	To cover funds needed for a pole vault rental agreement.	A300-2855-443-0855 R	HS Athletics Skiing Fees	-750.00	
			A300-2855-400-0855 R	HS Athletics Contr Svc		750.00
02/29/2024	023816	TO PROVIDE FUNDS FOR ACADEMIC CHALLENGE BOWL PO	A232-2110-500-0100 R	CR SchISuppt Supplies	-487.08	
			A232-2110-400-0100 R	CR SchISuppt Contr Svc		487.08
02/29/2024	023862	TO COVER COST OF MARK PUMA ATTENDING A BOCES CONFERENCE ON 7/15/24	A340-2020-465-0020 R	SHS Supr RegSch Trav Conf	-325.00	
			A340-2020-490-0020 R	SHS Supr RegSch BOCES		325.00
02/29/2024	023890	To cover travcel expenses for upcoming travel for the Athetic Director.	A300-2855-407-0855 R	HS Athletics Team Trip	-164.07	
			A300-2855-465-0855 R	HS Athletics Trav Conf		164.07
02/29/2024	023897	TRE TO FUND THE MCSMA MUSIC FEES	A117-2110-500-0110 R	TR Tch RegSch Supplies	-12.00	
			A117-2110-468-0164 R	TR Music Instr Membership		12.00
02/29/2024	023898	PTSA DONATIONS FOR CRMS CULTUARAL ARTS	A470-2110-490-0110 R	BOCES Tch RegSch Sv	-1,510.00	
			A232-2110-493-0110 R	CR Tch RegSch Yng Aud-Cul		1,510.00
02/28/2024	023899	To cover the cost of subscription renewal of Consumer Reports magazine for MHS Business department.	A341-2110-500-0116 R	MHS Business Supplies	-39.00	
			A341-2110-400-0116 R	MHS Business Contr Svc		39.00
02/28/2024	023900	To supplement the entry fees for Math League States competition.	A341-2110-406-0100 R	MHS SchISuppt Entry Fees	-100.00	
			A341-2110-406-0158 R	MHS Math Entry Fees		100.00
02/29/2024	023921	To pay for speech testing instruments	A410-2250-500-2251 R	SpEd Office Supplies	-2,500.00	
			A420-2250-500-2255 R	SpEd Sv Speech Supplies		2,500.00
02/29/2024	023926	To cover the cost of additional library books	A114-2610-455-0610 R	MC Library Equip Rpr	-250.00	
			A114-2610-500-0610 R	MC Library Supplies		250.00
02/29/2024	023966	TO PROVIDE FUNDS FOR SURVIVORS PLAY PO	A232-2110-500-0100 R	CR SchISuppt Supplies	-207.93	
			A232-2110-493-0110 R	CR Tch RegSch Yng Aud-Cul		207.93
02/29/2024	023970	Funds will be needed to cover payments to the Pittsford student lifeguards.	A300-2855-455-0855 R	HS Athletics Equip Rpr	-1,000.00	
			A300-2855-401-0855 R	HS Athletics Chaperones		1,000.00



02/29/2024	023996	To provide funds for negative budget codes	A113-2110-112-0110 R	JR Tch RegSch Kdg Sal	-30,170.94	
			A114-2020-150-0020 R	MC Supr RegSch Admn Sal	-57.80	
			A300-2855-139-0855 R	HS Athletics Other Employ	-3,505.44	
			A340-2810-157-0810 R	SHS Counselor Salary	-3,185.01	
			A620-1430-143-0430 R	PER Teacher Fellows	-8,250.00	
			A830-9010-800-0800 R	BEN Employee Retirement	-1,595.28	
			A100-2110-146-0100 R	ES SchISuppt InSv Paymts		462.00
			A100-2110-466-0100 R	ES SchISuppt Mileage		234.74
			A113-2110-173-0100 R	JR SchISuppt OT/Extra Hr		0.28
			A115-2110-169-0100 R	PR SchISuppt Para Subs		355.05
			A117-2110-121-0110 R	TR Tch RegSch 1-3		135.00
			A117-2110-145-0100 R	TR SchISuppt Proctors		411.48
			A117-2110-162-0100 R	TR SchISuppt Para Salary		12,297.76
			A117-2110-169-0100 R	TR SchISuppt Para Subs		10,495.15
			A200-2110-146-0100 R	MS SchISuppt InSv Paymts		168.00
			A200-2855-139-0855 R	MS Athletics-Other Employ		3,505.44
			A231-2110-168-0100 R	BR SchISuppt Clerk Subs		199.61
			A232-2110-162-0100 R	CR SchISuppt Para Salary		1,024.80
			A300-2110-146-0100 R	HS SchISuppt InSv Paymts		159.00
			A340-2020-466-0020 R	SHS Supr RegSch Mileage		57.80
			A340-2810-182-0810 R	SHS Counseling Aux Salary		58.01
			A340-2820-159-0820 R	SHS PsychSv Psych Salary		3,127.00
			A341-2110-168-0100 R	MHS SchISuppt Clerk Subs		4,228.07
			A550-2060-161-0060 R	DAT Clerical/Secretarial		1,595.28
			A620-1430-150-0430 R	PER Administrative Salry		8,250.00
02/28/2024	024010	TO COVER THE COST OF MCSMA ENTRY FEES	A231-2110-403-0110 R	BR Tch RegSch Field Trip	-12.00	
			A231-2110-468-0164 R	BR Music Instr Membership		12.00
02/29/2024	024294	TO COVER COST OF NEGATIVE BALANCE REPORT DATED 2/29/24	A340-2110-500-0100 R	SHS SchISuppt Supplies	-21.91	
			A340-2110-406-0164 R	SHS Music Instr Entry Fee		12.00
			A340-2110-466-0100 R	SHS SchISuppt Mileage		9.91
02/29/2024	025158	To provide funds for negative budget codes	A112-2110-162-0100 R	AC SchISuppt Para Salary	-18.09	
			A113-2020-141-0020 R	JR Supr RegSch Admn Sub	-53.66	
			A300-2810-153-0810 R	HS Counseling Summer Tchr	-77.69	
			A100-2110-466-0100 R	ES SchISuppt Mileage		18.09
			A114-2020-141-0020 R	MC Supr RegSch Admn Sub		53.66
			A340-2810-157-0810 R	SHS Counselor Salary		77.69
			<b>Total for Fund A - GENERAL FUND</b>		<b>-105,726.75</b>	<b>105,726.75</b>

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

Heather Reister

Michele Toji

Date of Treasurer's Report for BOE review

April 16, 2024

Date Completed

3/12/24

Person Completing

Cheyl Muscarella

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# Pittsford Schools

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

585.267.1053

Fax: 585.381.9368

Michael\_Vespi@pittsford.monroe.edu

Michael Vespi  
*Assistant Superintendent for Business*

Date: April 16, 2024  
To: Michael Pero, Superintendent of Schools  
From: Michael Vespi, Assistant Superintendent for Business  
Re: Property Tax Report Card Resolution



I have attached the Property Tax Report Card (PTRC) that is required to be approved by the Board of Education and then attached to the public budget document. The PTRC contains additional information about the status of the current reserve funds and expected reserve funds that I will discuss in detail at the required budget hearing in May.

I have provided a resolution below:

***BE IT RESOLVED*** that the Board of Education of the Pittsford Central School District approves the Property Tax Report Card and authorizes the Assistant Superintendent for Business to electronically submit to the New York State Commissioner of Education within 24 hours, as per law.

*MV:nn*

## 2024-25 Property Tax Report Card

**261401 - PITTSFORD CENTRAL SCHOOL DISTRICT**

Contact Person: Michael Vespi

Telephone Number: 585-267-1077

	Budgeted 2023-24 (A)	Proposed Budget 2024-25 (B)
Total Budgeted Amount, not Including Separate Propositions	155,512,452	161,797,787
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	111,953,539	114,967,504
B. Tax Levy to Support Library Debt, if Applicable	0	0
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>	0	0
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0
<b>E. Total Proposed School Year Tax Levy (A + B + C - D)</b>	<b>111,953,539</b>	<b>114,967,504</b>
F. Permissible Exclusions to the School Tax Levy Limit	2,944,113	2,886,633
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	109,009,426	112,080,871
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)	109,009,426	112,080,871
I. Difference: (G - H); (negative value requires 60.0% voter approval) <sup>2</sup>	0	0
Public School Enrollment	5,537	5,509
Consumer Price Index		4.12%

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2024-25, include any carryover from 2023-24 and exclude any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2023-24 (D)	Estimated 2024-25 (E)
Adjusted Restricted Fund Balance	34,062,313	42,448,025
Assigned Appropriated Fund Balance	1,196,992	1,196,992
Adjusted Unrestricted Fund Balance	6,220,498	6,471,911
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00%	4.00%

Reserve Type	Reserve Name	Reserve Description *	3/31/24 Actual Balance	6/30/24 Estimated Ending Balance	Intended Use of the Reserve in the 2024-25 School Year
Capital	Capital Project Reserve	To pay the cost of any object or purpose for which bonds may be issued.	5,326,500	8,576,500	The district does not intend to use the capital reserve in 2024-25. Funds will be replenished after spending \$14,000,000 in 2022-23.
Capital	Capital Transportation Vehicle Reserve	To pay the cost of the purchase of buses and other transportation vehicles.	7,231,765	7,931,765	If approved, the district will use \$2,229,241 to cover the purchases of new buses.
Capital	Capital IT Reserve	To pay the cost of any object or purpose for technology projects.	2,335,169	2,835,169	If approved, the district will use \$500,000 to purchase laptops for the district's 1-1 device initiative. Voters are also being asked to approve a new reserve due to the 10 year limit of the existing reserve.
Capital	Capital Reserve - Swimming Facilities	To pay the cost of any object or purpose for swimming facilities construction or renovations.	1,500,000	1,750,000	The district does not intend to use this capital reserve in 2024-25. The goal is to continue to supplement this reserve for the replacement of a pool facility.
Workers' Compensation	Workers' Compensation Reserve	To pay for Workers Compensation and benefits.	654,505	654,505	The District will appropriate \$50,000 for the 2024-25 budget to offset premium expenditures.
Unemployment Insurance	Unemployment Insurance Reserve	To pay the cost of reimbursement to the State Unemployment Insurance Fund.	393,899	393,899	The District will appropriate \$40,000 for the 2024-25 budget to offset unemployment expenditures.
Mandatory Reserve for Debt Service	Reserve for Debt Service	To cover debt service payments on outstanding obligations (bonds, BANS) after the sale of district capital assets or improvements.	2,823,910	2,823,910	Funds from this reserve need to be used to offset debt service payments. The District does not intend to use these funds in the 2024-25 school year.
Insurance	Insurance Reserve	To pay liability, casualty, and other types of uninsured losses.	2,207,537	2,207,537	This reserve would be used in the event there is a need to offset insurance premiums during the 2024-25 school year.
Liability	Liability Reserve	To establish and maintain a program of reserves to cover liability claims incurred.	1,217,055	1,217,055	This reserve would be used in the event there are substantial liability, casualty or other uninsured losses during the 2024-25 school year.
Tax Certiorari	Tax Certiorari Reserve	To establish a reserve fund for tax certiorari settlements	1,604,323	1,264,323	This reserve will be used if any tax certiorari claims against the District are settled in 2024-25 for a greater refund than can be managed within the budget.
EBALR – Employee Benefit Accrued Liability	EBALR - Employee Benefit Accrued Liability Reserve	For the payment of accrued 'employee benefits' due to employees upon termination of service.	3,583,969	3,633,969	The District will appropriate \$550,000 for the 2024-25 budget to offset costs at the time of retirement for those who retire during the year.
Retirement Contribution	ERS Retirement Contribution Reserve	To fund employer retirement contributions to the State and Local Employees' Retirement System	2,639,508	2,639,508	The District will appropriate \$400,000 for the 2024-25 budget to offset Employee Retirement System expenditures.
Retirement Contribution	TRS Retirement Contribution Reserve	To fund employer retirement contributions to the Teachers' Retirement System	4,515,083	5,015,083	This reserve would be used to offset Teachers' Retirement System expenditures. The District is not appropriating money for the 2024-25 budget.

# Pittsford Schools

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
**585.267.1036**


Fax: 585.381.9368

Leeanne\_Reister@pittsford.monroe.edu

Leeanne G. Reister  
*Director of Finance*

TO: Michael Pero, Superintendent  
Michael Vespi, Asst. Superintendent for Business  
Board of Education

FROM: Leeanne Reister, Director of Finance

DATE: March 31, 2024 

RE: Budget Transfer Request – Technology

For the past few years, the Technology Department has been installing flat panels in each classroom throughout the District. In an effort to continue with this project, flat panels are being added in additional High School classrooms. Along with the flat panels, the Technology Department will be upgrading the display technology in the Calkins Road commons area. This work is targeted to take place in the summer months and with the lead times needed for Technology purchases, the order should be placed at this time.

Funds are also being requested for renewal costs for cyber security subscriptions that have been paid out of the Federal Grants since COVID. For sustainability, these costs have been added to the 2024-25 budget for future renewals.

We are estimating a total of \$770,035 to fund the projects listed above. The unusually warm winter weather has provided savings in utility costs and the continued nationwide bus driver shortage has left excess funds in these budget codes. Therefore, I would like to recommend a budget transfer that per *Board Policy 5330 – Budget Transfers* will require the approval of the Board of Education

A resolution to transfer a total of \$770,035 to code **530.2630.491.0630 Instructional Technology – BOCES**. Of which, \$400,000 will come from **640.1620.418.0622 – OM Utilities - Electricity** and \$420,035 will come from **670.5510.165.5510 - TRN Bus Driver Salaries** is being requested for approval by the Board of Education.

# Pittsford Schools

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
585.267.1077

Michael Vespi  
Assistant Superintendent for Business

Fax: 585.381.9368  
Michael\_Vespi@pittsford.monroe.edu

Date: April 16, 2024

To: Michael Pero, Superintendent of Schools

From: Michael Vespi, Assistant Superintendent for Business *M Vespi*

Re: Resolution to join New York Liquid Asset Fund (NYLAF)

The business office is currently performing a complete cash flow and account analysis at our financial institutions to maximum PCSD earnings. An investment fund available to the district is the New York Liquid Asset Fund (NYLAF). NYLAF assists local governments in the State of New York to help manage their investment needs. There is no minimum investment requirement for NYLAF participants.

**BE IT RESOLVED** that NYLAF be authorized as a depository for the 2023-2024 school year for District funds and/or authorized as an institution that the District may invest funds with:

<u>Depository Name</u>	<u>Maximum Amount on Deposit</u>
NYLAF	\$50,000,000

Resolution of the Board of Education (“Governing Body”) of the Pittsford Central School District (“Participant”), authorizing the execution and delivery of an amended and restated Municipal Cooperation Agreement and related documents by and among the several municipal corporations, school district, fire districts and/or boards of cooperative educational services to provide for the cooperative temporary investment of public funds.

WHEREAS, the Participant, pursuant to the provisions of the General Municipal Law and its investment policy, after due investigation, evaluation and deliberation, has determined that it is in the best interest of the Participant to invest a portion of its public funds on a cooperative basis pursuant to the terms of a Municipal Cooperation Agreement dated as of April 29, 2016 (the “Agreement”) among the Red Hook Central School District, as Lead Agent, and various other municipal corporations, under the trade name “New York Liquid Asset Fund” (“NYLAF”);

NOW, THEREFORE, be it resolved by the Governing Body (the “Finance Board”) of the Participant, located in Monroe County, State of New York, as follows:

**Section 1.** The terms, conditions and provisions of the Agreement attached hereto are hereby approved. The President of the Board of Education (the “Chief Fiscal Officer”) of the Participant is hereby authorized to execute and deliver the Agreement, and the Chief Fiscal Officer is hereby authorized to affix the seal of the Participant thereto and attest such seal. The Chief Fiscal Officer is hereby authorized to from time to time effect and consent to such changes to the Agreement in the form attached hereto as may be necessary or convenient in order to further carry out the purposes of the Agreement or to clarify or correct the terms thereof. The Chief Fiscal Officer is hereby authorized to delegate the foregoing duties to his or her designees as authorized by the Law (as that term is defined in the Agreement), which designee is an authorized employee officer of the Participant. Upon the execution in full and delivery of the Agreement, the Participant shall become a Participant, as that term is defined in the Agreement.

**Section 2.** Notwithstanding any term or provision of the Agreement to the contrary, the Participant may withdraw from the Agreement at any time upon thirty (30) days written notice to the Governing Board of NYLAF by the Chief Fiscal Officer and thereafter the Participant shall cease to have any rights or obligations under the Agreement.

**Section 3.** This resolution shall be effective immediately upon its due adoption by the Finance Board.



# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK


## RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education  
From: Michael Vespi, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie)  
BOE Date: April 16, 2024  
Topic: BOCES 2 Cooperative Fine Paper Bid RFB-2063-24  
Date Advertised: February 15, 2024  
Date of Bid Opening: March 7, 2024  
Time: 2:00 PM  
Source of Funds: Budget, Each Building or Department

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Fine Paper	Economy Products and Solutions	\$ 2,976.89
	Lindenmyr Munroe	\$ 144.00
	WB Mason	\$ 51,773.40
	<b>TOTAL:</b>	<b>\$ 54,894.29</b>

Comments: The BOCES 2 Cooperative Fine Paper Bid contract is 5/1/2024- 10/31/2024. Pittsford and sixteen (16) other districts and/or BOCES participated. The bid was reviewed by Wendy Vergamini, BOCES 2 Director of Procurement and Leslie Pawluckie, Purchasing Agent. It is recommended for award to the lowest responsive bidder meeting all required bid specifications. Items purchased from this bid are identified on an ongoing basis by budget managers in the departments and schools.



Michael Vespi, Assistant Superintendent for Business

# Pittsford Schools

## Field Trip Approval Form (Athletic/Secondary)

This form must be filled out for every district field trip. Complete and submit at least three months in advance for an overnight, out of state or out of country trip and 30 days for a day trip.

**Date of application:** 3/22/23

**School Requesting Trip:** SHS



**Date(s) of trip:** 4/27/24 - 5/1/24

**Classification of trip:** (Check all that apply)

- Day Trip
- Overnight without missing instructional time
- Overnight with missing instructional time
- Out of state
- Out of country

**Type of field trip:** Extracurricular

**Class/Club/Team Name Participating in the Trip:**

DECA Sutherland

**Reason for Trip:**

Student will compete at the International Career Development Conference in the event in which they qualified for at the State Career Conference on March 10, 2023. Advisor will participate in the Professional Learning Series Workshops.

**Trip Initiator(Teacher/Advisor/Coach):**

Jennifer

Nicholas

First Name

Last Name

**Trip Initiator Email:** jennifer\_nicholas@pittsford.monroevt.edu

**Number of substitute teacher(s) to be needed for the date(s) of the trip?** 3



**TRIP LOGISTICS**

**Have both the district and building calendars been checked for conflicts?**

Yes     No  
None

**Identify conflicts:**

**Trip Destination Address:** (if overnight trip, provide name and address of overnight lodging)

**Name:** Doubletree Suites Anaheim Res **Street Address:** 2085 S. Harbor Blvd.  
**City:** Anaheim                      **State:** California                      **Zip:** 92802

**Date(s) of Departure from School:** Saturday, April 27, 2024  
**Time(s) of Departure from School:** N/A - Parent transport to ROC airport by 4:45am.  
**Date(s) of Return to School:** Wednesday, May 1, 2024  
**Time(s) of Return to School:** N/A - Parent pick up at ROC airport at 9am  
**Estimated round trip miles:**

**Estimated Number of Students participating in trip:** 1  
**Estimated Number of PCSD Chaperones participating in trip:** 1  
**Estimated Number of Parent Chaperones participating in trip:** 0

**Is a nurse needed to attend the trip?** No   
**Are you aware of the process for collecting, administering, distributing and securing medication?** Yes   
**Are you aware of the process for accommodating students with IEP's, allergies, and/or medical conditions?** Yes

**Is trip insurance available for this trip?**  
 Yes     No, Explain

**Type of transportation. Check all that apply:**

- Pittsford School Bus
- Non-Pittsford School Bus
- Commercial Tour Bus
- Train
- Airplane
- Other

**TRIP COSTS - Expenses**

Are you aware of any students who may require alternative financial support in order to attend? No - Explain

Estimated trip cost per student: \$ 2400

Additional costs per student (spending money, event fees, food, gratuities, etc):\$ 300

Estimated Trip Insurance fee per student (if applicable): \$ 0

**TRIP FUNDING - Payments**

Student payments will be made to: Other, please specify Sutherland DECA

Please describe any fundraising (if involved):

No fundraising.

**Supervision of Overnight, Extended, Out-of-State, Out-of-Country Trips**

Name of Tour Company used to manage trip:

Date of Parent Informational Meeting: 4/25/24

Date of Chaperone Meeting:

**Supervision Details i.e. baggage checks, curfews, room check-ins, non-direct supervision activities:**

Bag checks in the morning BEFORE boarding the plane. Curfew as outlined by ICDC DECA is at 12:30am. Room check-ins immediately after curfew each night.

**Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct**  
*Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.*

Trip Advisor Initials: JAN

**Trip Advisor will provide participants with the field trip cancellation policy and will obtain confirmation that all participants have read this policy.**

*Policy 8460: The Superintendent or designee reserves the right to cancel a field trip, particularly if security and safety is in doubt.*

Trip Advisor Initials: JAN



**Curricular / Instructional**

**Instructional Objectives (Be specific, include outcomes, desired proficiency level and how you will measure the standards and district curriculum goals it meets.):**

Students prepare and practice for competitive event role plays for several months for the Regional Competition and State Career Conference. Role Play events directly align with Business department curriculum and goals.

**Preparation Activities (How will the student be prepared to for the trip as an instructional activity?):**

Students take practice exams, practice role play event scenarios and prepare for competition. In addition, there are networking events and academies for the students to participate in.

**On Trip Activities (What instructional activities will occur on the trip?):**

Students present and compete in competitive events in front of business professionals in the area of the competitive event. When not competing, students will be attending leadership, teamwork, and critical thinking skill workshops, plays

**Follow-Up Activities (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?):**

Upon return, members will share experiences with club members who did not attend.

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

Students know they are responsible for discussing the missing classes with their teachers. They understand that they are responsible for completing any missed assignments in a timely manner as determined with the teacher.

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

Sub plans will be prepared for the classes that I will be missing.

**Other remarks about trip not included in any of the above fields:**

Parents should be encouraged for trip insurance....

**Approvals:**

Building Principal Initials:



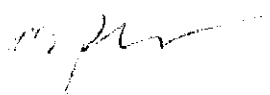
Date:

3/20/24

Director Initials:

Date:

Superintendent Initials:



Date:

3/21/24

Board Approval Date:

Amendment to Robotics Field Trip that was approved on 2/27/24.

Cynthia Coleman

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To: Michael Pero  
Subject: FW: Pitts for robotics Houston champs

From: Brian Holliday <[brian\\_holliday@pittsford.monroe.edu](mailto:brian_holliday@pittsford.monroe.edu)>  
Sent: Wednesday, April 10, 2024 5:52 AM  
To: Michael Pero <[Michael\\_Pero@pittsford.monroe.edu](mailto:Michael_Pero@pittsford.monroe.edu)>  
Subject: Pitts for robotics Houston champs

Hi Mike,

I had a misunderstanding regarding the start date of the event; it actually commences on Wednesday, unlike our regular events which typically start on Thursdays. This discrepancy is due to the fact that they do not accommodate 50 teams like our regular competitions, but 600 teams so the competition has to start on Wednesday. with a potential difference between accommodating 50 teams versus over 600 teams. As a result, we will need to depart midday on Tuesday, April 16th, and return on Monday, April 22nd, rather than the initially approved dates of the 17th to the 20th. Additionally, considering the event's impact, I wasn't aware of the return date implications. We believe this adjustment will enable us to secure more cost-effective plane tickets, particularly as returning on Sunday incurs astronomically higher ticket prices. Thank you for your understanding and flexibility in this matter

Brian