

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, JUNE 11, 2024
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING ON WEBSITE)

AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA **(BOARD ACTION)**
- IV. PRINCIPAL’S REPORT – Mr. Mark Puma – Sutherland High School
- V. APPROVAL OF MINUTES: May 14, 2024 **(BOARD ACTION)**
- VI. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership
 - 2. Executive Committee
 - 3. Information Exchange Committee
 - 4. Labor Relations Committee
 - 5. Legislative Committee
 - 6. Steering Committee
 - B. Other Meeting Reports
 - 1. Audit Oversight Committee
 - C. Dates to Remember
 - 1. 6/19/24 – Schools Closed for Juneteenth
 - 2. 6/22/24 – Mendon High School Graduation – **10:00 a.m.** - RIT Gordon Field House
Sutherland High School Graduation – **2:00 p.m.** - RIT Gordon Field House
 - 4. 7/9/24 – Next Regularly Scheduled Meeting – **5:00 p.m.**
 - 5. 7/10/24 – Summer Workshop – 8:00 a.m. – 3:00 p.m.
 - D. Acceptance of the Record of May 21, 2024, Budget Vote and School Board Election **(BOARD ACTION)**
 - E. Approval of Superintendent’s Contract **(BOARD ACTION)**
- VII. FINANCIAL REPORT – Mr. Vespi
 - A. Action Items:
 - 1. Acceptance of Treasurer’s Report – April 30, 2024 **(BOARD ACTION)**
 - 2. Auction of Buses **(BOARD ACTION)**
 - 3. Transpo Bus Services LLC – ESY 2024 **(BOARD ACTION)**
 - 4. Technology Budget Amendment **(BOARD ACTION)**
 - 5. Curriculum & Instruction/BOCES Budget Amendment **(BOARD ACTION)**
 - 6. Fund Balance Management & Reserve Recommendations **(BOARD ACTION)**
 - 7. Bid Award (**See Consent Agenda**)
 - a. BOCES 2 Cooperative Athletic Supplies
 - b. BOCES 2 Cooperative Natural Gas
 - c. BOCES 2 Cooperative Food Service Beverages
 - d. BOCES 2 Cooperative Food Service Bread
 - e. BOCES 2 Cooperative Food Service Milk & Juice
 - f. BOCES 2 Cooperative Food Service Fresh Produce
 - g. BOCES 2 Cooperative Food Service Ice Cream
 - h. BOCES 2 Cooperative Food Service Food Supply
 - B. Discussion:
 - C. Other:

VIII. HUMAN RESOURCE REPORT - Mr. Clark

- A. Action Items:
 - 1. Professional Staff Report (BOARD ACTION)
 - 2. Support Staff Report (BOARD ACTION)
 - 3. Director of Equity, Inclusion and Personnel (BOARD ACTION)
 - 4. PDSTA Contract (BOARD ACTION)
 - 5. Memorandums of Agreement (See Consent Agenda)
- B. Discussion:
- C. Other:

IX. SPECIAL EDUCATION REPORT – Ms. Woods

- A. Action Items: (See Consent Agenda)
 - 1. Committee on Special Education: Amendments, Amendment – Agreement No Meeting, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation CPSE to CSE Transition Meeting, Reevaluation Review, Reevaluation/Annual Reviews, Requested Reviews, Requested Review CPSE to CSE Transition Meeting.
 - 2. Sub-Committee on Special Education: Amendments, Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews, Reevaluation/Annual Reviews, Requested Review.
 - 3. Committee on Preschool Special Education: Annual Reviews, Amendment – Agreement No Meetings, Annual Review/Reevaluation Reviews, Initial Eligibility Determination Meetings.
- B. Discussion:
- C. Other:

X. SUPERINTENDENT’S REPORT – Mr. Pero

- A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. MHS & SHS World Language Field Trip to Heredia, Costa Rica on 4/10/25-4/18/25 (BOARD ACTION)
 - 3. Impartial Hearing Request (BOARD ACTION)
 - 4. Policy Approval – 2nd Reading (See Consent Agenda)
 - a. #6125-Workplace Violence Prevention Policy Statement
 - 5. Policy Recommendation and Approval (See Consent Agenda)
 - a. #8271-Internet Safety/Internet Content Filtering
 - 6. Gifts to the District (See Consent Agenda)
 - 1. Donation of \$30,000.00 from Meaghan and Brendan Larrabee for a new playground at Park Road Elementary School.
 - 2. Donation of \$3,016.36 from Allen Creek PTSA for the purchase of a Gaga Pit at Allen Creek Elementary School.
 - 3. Donation of \$2,000.00 from Pittsford Wrestling Booster Club for the purchase of a washer and dryer at Sutherland High School for use by the district wrestling Team.
- B. Discussion:
- C. Other:

XI. CONSENT AGENDA (BOARD ACTION)

- A. Bid Awards
- B. MOA’s
- C. Committee on Special Education
- D. Sub-Committee on Special Education
- E. Committee on Preschool Special Education
- F. Policy Approvals: #6125-Workplace Violence Prevention Policy Statement
#8271-Internet Safety/Internet Content Filtering
- G. Gifts to the District

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. PUBLIC COMMENT: **Public Comment Submission Form can be found at:**
pittsfordschools.org/publiccomment

XV. ADJOURNMENT/RECESS

(BOARD ACTION)

Next regularly scheduled meeting: **July 9, 2024 – 5:00 p.m.**

***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

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XIII. NEW BUSINESS

XIV. PUBLIC COMMENT: **Public Comment Submission Form can be found at:**
pittsfordschools.org/publiccomment

XV. ADJOURNMENT/RECESS **(BOARD ACTION)**

Next regularly scheduled meeting: **July 9, 2024 – 5:00 p.m.**

***Mission:** The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.*

For school district information, visit our website at pittsfordschools.org

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Tuesday, May 14, 2024
Barker Road Middle School
(Link to Public Viewing on Website)

The REGULAR MEETING of the Pittsford Central School District Board of Education began at 6:00 p.m. in the McCluski Room, Barker Road Middle School on Tuesday, May 14, 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.

At 6:00 p.m., the Board immediately convened into an Executive Session.

1. 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 calling an Executive Session for the purpose of discussing the employment of a particular person, where no official business would be conducted.
Vote: Unanimously carried **APPROVED: EXECUTIVE SESSION**

2. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session at 6:58 p.m.
Vote: Unanimously carried **APPROVED: ADJOURNMENT**

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

4. Motion was made by Mr. Berk, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting.
Vote: Unanimously carried **APPROVED: AGENDA**

5. Mr. Pero opened the Pittsford Pride program and explained how the selection process begins in each building in order to bring us to this celebration. Mrs. Scott, Mr. Casey and Mr. Pero read the nomination write-ups that explained the reason why each student was selected for this honor. The following students are our Pittsford Pride recipients being recognized this evening:

Name	Grade Level	School
Sage Bell	8	Barker Road M.S.
Mila Berno	4	Allen Creek
Delaney Fusco	4	Mendon Center
Andrew Holvey	12	Sutherland H.S.
Presley Imburgia	8	Calkins Road M.S.
Island Jacobs	12	Mendon H.S.
Charles McConnochie	5	Park Road
Quinn Morrissette	1	Thornell Road
Isabella Vuittonet	4	Jefferson Road

Short break 7:36 pm. Resumed at 7:40 pm.

90.

6. Principal's Report: Principal, Ms. Stephanie Barg, reported on activities at Jefferson Road Elementary School.

7. A required Public Budget Hearing was conducted by Mr. Pero and Mr. Vespi. Listed below are the Fast Facts shared regarding the 2024-2025 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

8. Motion was made by Mrs. Pelusio, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its April 16, 2024, Regular meeting.
Vote: Unanimously carried

APPROVED:
MINUTES
4/16/24

9. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its May 9, 2024, Special meeting.
Vote: Unanimously carried with Mrs. Kay abstaining as she was not in attendance.

APPROVED:
MINUTES
5/9/24

10. Board Reports: Mrs. Scott noted upcoming dates to remember.

11. Motion was made by Mr. Berk, seconded by Mrs. Huels regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following resolution:
Vote: Unanimously carried

APPROVED:
ANNUAL VOTE &
POLL WORKERS

BE IT RESOLVED, that the Board of Education approves that the Annual Meeting of the Pittsford Central School District, Town of Pittsford, Monroe and Ontario Counties, New York, shall be held in the Barker Road Middle School, 75 Barker Road, Pittsford, New York, in said District, on the 21st day of May, 2024, with the polls to be open between the hours of 7:00 a.m. and 9:00 p.m. for the purpose of voting upon the budget resolution, proposition #1 - capital reserve fund - purchase of buses, proposition #2 - capital reserve fund - instructional technology reserve, proposition #3 - capital reserve fund instructional technology reserve and three Board of Education seats as noted below. *(The proposed budget and propositions have previously been approved by the Board);* and **FURTHER**, that said Board of Education approves the Chief Inspector of Election/Chairperson of Election, Inspectors of Election, Volunteer Election Clerks and/or Substitutes as listed below.

I.

BUDGET RESOLUTION

SHALL THE FOLLOWING RESOLUTION BE ADOPTED:

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District be authorized to expend the amount of \$161,797,787 for the 2024-2025 school year, **AND FURTHER**, that said Board of Education be authorized and directed to levy and collect a tax upon all taxable property in said School District in an amount necessary therefore.

II.

Proposition No. 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.

III.

Proposition No. 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.

IV.

Proposition No. 3

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, Monroe County, New York be authorized to withdraw from 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.

V.

THREE (3) BOARD OF EDUCATION MEMBERS

THREE - THREE-YEAR TERMS

VI.

POLL WORKERS

Cynthia Coleman is hereby appointed as **Chief Inspector of Election/Chairperson of Election** for this annual district election.

The following are hereby appointed to act as **Inspectors of Election/Volunteer Election Clerks**

Monroe County Trained Election Inspectors:

Karen Dumont, Stacey Freed, John Reina, Curtis Nelson, Krystal Lorenzo, Nancy Tirabassi, Gerald Tirabassi, Marie Wraight, John Tanza.

Volunteer Election Clerks/Substitutes:

The following are hereby appointed as Volunteer Election Clerks/Substitutes:

Tina Maffucci, Elizabeth Soffer, Paula Lobe, Linda Traynor, Becky Girouard, Sandy Stein, Rich Stein, Marilyn Meritt, Sue Dodsworth, Judy Weniger, George Isgrigg, Suzanne Isgrigg, Geri Drooz, John Strazzabosco, George Steele, Linda Morley, Laurie Konte, Lynne Drake, Rhonda Matthews, Roni Walker, Logan Hazen and/or any additional unnamed volunteers not listed that may be needed due to last minute shortage of helpers due to unforeseen circumstances and/or illness. *Each Election Clerk appointed for said vote, as herein provided, having volunteered, shall be entitled to no compensation for the work performed. The Clerk of said school district is hereby authorized and directed to give a written notice of appointment to the persons herein appointed.*

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

12. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer’s Report for the month ending March 31, 2024.
Vote: Unanimously carried

**ACCEPTED:
TREASURER’S
REPORT**

13. Motion was made by Mr. Berk, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Quarterly Extraclassroom Activities Report as presented.
Vote: Unanimously carried

**APPROVED:
QUARTERLY
EXTRACLASSROOM
ACTIVITIES REPORT**

14. Motion was made by Mrs. Kay, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the 2024-2025 School Food Service budget and meal prices detailed below:
Vote: Unanimously carried

**APPROVED:
FOOD SERVICE
BUDGET 2024-25**

<i>Grade Level</i>	<i>2023-2024</i>	<i>2024-2025</i>	<i>Change</i>
Elementary	\$4.00	\$4.00	\$0.00
Middle	\$4.25	\$4.25	\$0.00
High School	\$4.25	\$4.50	\$0.25
Adult Meal	\$6.00	\$6.00	\$0.00
Annual Budget	\$2,277,395	\$2,398,768	5.32%

15. Motion was made by Mrs. Huels, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District at its regular meeting on April 16, 2024, does hereby appoint Johnson Controls as the Energy Services Company (ESCO) for the development of an Energy Performance Contract (EPC).
Vote: Unanimously carried

**APPROVED:
ENERGY SERVICES
COMPANY/EPC**

16. Motion was made by Mrs. Pelusio, seconded by Mr. Berk and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby declare the above equipment scrap, and does hereby authorize the sale and receipt of proceeds from such.
Vote: Unanimously carried

**APPROVED:
SCRAP EQUIPMENT -
ATHLETICS**

17. Motion was made by Mrs. Kay, seconded by Mrs. Pelusio 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 – Administrator

Name: Richard Albano
Position: MCE Principal
Type of Position: Probationary
Tenure Area: Principal
Probationary Period: 07/01/2024 – 06/30/2028
Certification: Professional
Salary: \$127,000.00
Effective Date: 07/01/2024

Name: Jeffrey Pollard
Position: ACE Principal
Type of Position: Probationary
Tenure Area: Principal
Probationary Period: 07/01/2024 – 06/30/2027
Certification: Permanent
Salary: \$139,000.00
Effective Date: 07/01/2024

B. Appointment – Supervisory & Technical

Name: Lisa Lane
Position: Assistant Payroll Supervisor
Type of Position: Provisional
Salary: \$48,000.00
Effective Date: 04/22/2024

C. Appointment - School Related Professional

Name: Carla Sovare
Position: MCE Paraprofessional
Type of Position: Full Time
Salary: \$18,568.00
Effective Date: 05/06/2024

D. Resignation – Teacher – see attached
Elizabeth Willis
Mallory Gregor

E. Resignation for Retirement - Auxiliary – see attached

First Name	Last Name	Location	Position	Yrs. In District	Retirement Date
Jill	Blum	LOMB	Materials Specialist	7.8	6/30/2024

F. Resignation – School Related Professional – see attached
Karen Cegelski
Denis Louis
Thenu Subiah

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

**APPROVED:
SUPPORT
STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Erica Strawbridge	School Aide	JRE	8.25 wk.	5/08/2024	\$15.15 hr.

CLERICAL

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Donald Peterson	School Aide/only	JRE	15 yrs.	04/15/2024
Carla Sovare	School Aide/only	MCE	1.5 yrs.	05/03/2024
Kathleen Brimacomb	School Aide	JRE	5 yrs.	05/09/2024

CLERICAL

<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Barbara Bock	OC III	ACE	22 yrs.	09/15/2024

TRANSPORTATION

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Kellie Wade	Bus Driver	TMF	22.5 wk.	4/22/2024	\$25,300.00
Lloyd Theiss	Bus Driver	TMF	22.5 wk.	5/08/2024	\$20,533.00
Judith Warren-Schultz	Bus Attendant	TMF	22.5 wk.	4/30/2024	\$15,836.00
Onome Kessington	Bus Attendant	TMF	22.5 wk.	5/07/2024	\$15,836.00

TRANSPORTATION

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Brett Lighthouse	On-Call Bus Driver	TMF	4 mos.	04/30/2024

CUSTODIAL/MAINTENANCE

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Mitzi Mann-Emery	Cleaner	MHS	5 days	04/15/2024
Arich Thompson	Cleaner	MHS	1.5 mos.	04/24/2024
Khalif Whorley	Cleaner	MHS	8 mos.	04/24/2024
Shawn Drake	Bus Dispatcher	TMF	1.2 yrs.	05/12/2024

FOOD SERVICE

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Yarnieliz Massa	FSW	SHS	1.8 yrs.	04/22/2024
James Vent	FSW Substitute	DW	7 mos.	04/29/2024

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 new position of Purchasing Assistant as presented.
Vote: Unanimously carried

**APPROVED:
PURCHASING
ASSISTANT**

20. Motion was made by Mrs. Kay, seconded by Mr. Berk and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Pittsford District Administrators Association (PDAA) contract as presented.
Vote: Unanimously carried

**APPROVED:
CONTRACTUAL
AGREEMENT**

21. Motion was made by Mrs. Huels, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Summer Enrichment Institute budget as presented.

Vote: Unanimously carried

**APPROVED:
SUMMER ENRICHMENT
INSTITUTE BUDGET**

22. 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 second reading of the textbook – The Practice of Statistics.

Vote: Unanimously carried

**APPROVED:
TEXTBOOK - THE
PRACTICE OF STATISTICS**

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

24. Superintendent's Report: Mr. Pero spoke on the following: this morning's meeting with 20 seniors on the Interact Club who presented their service projects resulting in 1600 community service hours, unified basketball game and returning alumni and service years of the elementary principals.

25. Mr. Pero noted the first reading of policy #6125 – Workplace Violence Prevention Policy Statement.

26. Motion was made by Mrs. Kay, 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:

Art Supplies	Various Vendors	\$7,957.77
Custodial Supplies	Various Vendors	\$32,895.30
Dust Mop & Uniform Service	Vestis Services, LLC (fka Aramark)	\$23,305.12 (Estimated)
Field Maintenance Products	Lakeside Sod Supply Co, Inc.	\$41,600.00
Nurse & Trainer Supplies	Various Vendors	\$10,785.75
Industrial Arts Supplies	Various Vendors	\$2,661.79
PE Supplies & Equipment	Various Vendors	\$11,867.37
Swimming Pool Supplies	Various Vendors	Per Attached List

MOA's

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

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

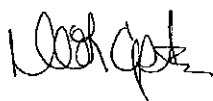
Committee on Preschool Special Education: Annual Reviews, Reevaluation/Annual Reviews, Amendment – Agreement No Meetings, Initial Eligibility Determination Meetings, Requested Review.

27. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 8:31 p.m.

Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

PITTSFORD CENTRAL SCHOOL DISTRICT
MINUTES/RESULTS OF VOTES

May 21, 2024

Mrs. Cynthia Coleman, Chief Election Inspector, convened the Budget Vote/Board of Education Election of the Pittsford Central School District at 7:00 am on Tuesday, May 21, 2024.

Mrs. Deborah Carpenter, School District Clerk, had available, the Proof of Publication, including the voting hours for the adoption of the budget, all propositions and school board vacancies.

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

Monroe County Trained Inspectors of Election:

Karen Dumont, Stacey Freed, John Reina, Curtis Nelson, Krystal Lorenzo, Nancy Tirabassi, Gerald Tirabassi, Marie Wraight, John Tanza.

Volunteer Election Clerks:

The following are hereby appointed as Volunteer Election Clerks/Substitutes:

Tina Maffucci, Elizabeth Soffer, Paula Lobe, Linda Traynor, Becky Girouard, Sandy Stein, Rich Stein, Marilyn Meritt, Sue Dodsworth, Judy Weniger, George Isgrigg, Suzanne Isgrigg, Geri Drooz, John Strazzabosco, George Steele, Linda Morley, Laurie Konte, Lynne Drake, Rhonda Matthews, Roni Walker, Logan Hazen and/or any additional unnamed volunteers not listed that may be needed due to last minute shortage of helpers due to unforeseen circumstances and/or illness.

CHIEF INSPECTOR/CHAIRPERSON OF ELECTION:

Mrs. Cynthia Coleman

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

Mrs. Carpenter, on behalf of Mrs. Coleman, checked in the Inspectors of Election and directed them to their assignments.

Mrs. Coleman declared the polls open for voting at 7:00 AM. Mrs. Coleman declared the polls closed at 9:00 PM. All persons within the room who had not voted were entitled to vote.

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

Budget Resolution:	\$161,797,787	Yes: 1275	No: 322
Proposition #1:	Capital Reserve Fund - Purchase of Buses	Yes: 1348	No: 249
Proposition #2:	Capital Reserve Fund - Instructional Technology Reserve	Yes: 1373	No: 226
Proposition #3:	Capital Reserve Fund Instructional Technology Reserve	Yes: 1385	No: 213

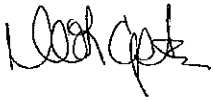
97.

Candidates:	Jeff Casey:	1352
	Sarah Pelusio:	1338
	René Sanchez-Kazacos:	1321

Total write-ins: 41 – the complete list is duly made a part of these minutes and kept in the supplemental file for this meeting.

Total Number of Voters: 1600

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

PITTSFORD CENTRAL SCHOOL DISTRICT

TREASURER'S REPORT

April 30, 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 April 30, 2024.

GENERAL FUND

- Monroe County surrendered \$2,052,258 of unpaid taxes (see page 3).

SCHOOL LUNCH FUND

- The school lunch program had net operations of \$24,302 for the month of April (see page 9).

MISCELLANEOUS REVENUES & CUSTODIAL FUNDS

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

SPECIAL AID FUND

- Activity was normal for the month of April. The District received SED approval for Title III Grant (see page 11).
- The District received SED approval on an amendment for IDEA 611 grant and is pending approval for Teacher Center, Title I, Title II, and Title IV (see page 11).

CAPITAL, DEBT AND RESERVE FUNDS

- Capital and Debt Service Funds have an unencumbered balance of \$64,224,078 (see page 13).
- Reserve fund balances total \$33,371,335 (see page 13).

Respectfully submitted,



Michael Vespi
Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOLS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

April 30, 2024

GENERAL FUND

	3/31/2024 Balance	Receipts	Disbursements	4/30/2024 Balance
Cash in Banks - Checking	\$ 5,157,117.30	\$ 51,080,065.04	\$ 54,828,874.79	\$ 1,408,307.55
Money Market Account-Chase	2,566,183.32	2,505,139.84	2,500,000.00	2,571,323.16
Money Market Account- Key	29,104.79	9.57	-	29,114.36
Money Market Account- M & T	5,705,093.18	14,084.13	-	5,719,177.31
Money Market Account- CNB	49,265.64	2.15	-	49,267.79
Money Market Account- NYCLASS	43,435,117.40	185,180.93	3,600,000.00	40,020,298.33
Chase Purchasing Card	-	186,199.67	186,199.67	-
FSA/HRA Checking	718,543.70	36,189.88	62,403.02	692,330.56
Payroll Checking	3,069.63	6,852,846.56	6,854,281.65	1,634.54
Investments (See Schedule)	5,223,467.81	-	-	5,223,467.81
	\$ 62,886,962.77	\$ 60,859,717.77	\$ 68,031,759.13	\$ 55,714,921.41

RESERVES

	3/31/2024 Balance	Receipts	Disbursements	4/30/2024 Balance
Teachers Retirement Contribution	4,682,494.67	20,073.84	-	4,702,568.51
Capital Reserve	5,581,696.00	5,134,102.22	5,106,563.21	5,609,235.01
Bus Purchase Reserve	7,358,131.23	7,354,412.07	7,333,913.61	7,378,629.69
Consolidated Reserves Account	12,585,779.56	12,620,403.63	13,435,779.56	11,770,403.63
Swimming Facilities Capital Reserve	1,520,307.42	1,524,556.71	1,520,307.42	1,524,556.71
Instructional Technology Capital Reserve	2,379,290.94	2,385,941.11	2,379,290.94	2,385,941.11
	\$ 34,107,699.82	\$ 29,039,489.58	\$ 29,775,854.74	\$ 33,371,334.66

SCHOOL LUNCH FUND

	3/31/2024 Balance	Receipts	Disbursements	4/30/2024 Balance
Cash in Banks - Checking	\$ 579,326.00	\$ 196,871.08	\$ 347,261.70	\$ 428,935.38
Money Market Account-NYCLASS	668,809.06	203,123.79	-	871,932.85
	\$ 1,248,135.06	\$ 399,994.87	\$ 347,261.70	\$ 1,300,868.23

CAPITAL FUND

	3/31/2024 Balance	Receipts	Disbursements	4/30/2024 Balance
Cash in Banks - Checking	\$ 3,154,160.49	\$ 17.81	\$ 3,100,000.00	\$ 54,178.30
Capital Project Savings	\$ -	\$ 9,110,846.10	\$ -	\$ 9,110,846.10
Capital Reserve	11,838,312.35	300,000.00	6,552,814.38	5,585,497.97
Bus Purchase Reserve -Capital	87,566.25	-	-	87,566.25
	\$ 15,080,039.09	\$ 9,410,863.91	\$ 9,652,814.38	\$ 14,838,088.62

SPECIAL AID FUND

	3/31/2024 Balance	Receipts	Disbursements	4/30/2024 Balance
Cash in Banks - Checking	\$ 1,368,415.89	\$ 444,942.14	\$ 1,133,677.54	\$ 679,680.49
	\$ 1,368,415.89	\$ 444,942.14	\$ 1,133,677.54	\$ 679,680.49

PITTSFORD CENTRAL SCHOOLS

INVESTMENT SCHEDULES

As of April 30, 2024

GENERAL FUND

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
4/24/2024	5/24/2024	CNB	5,246,189.89	5.21%	30	22,465.19
			5,246,189.89			22,465.19

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	5.22%
NYLAF	5.23%
Canandaigua National Bank Money Market	0.05%
M & T Money Market -General Fund	3.00%

PITTSFORD CENTRAL SCHOOLS

GENERAL FUND

Monthly Statement of Revenues

April 30, 2024

DESCRIPTION	BUDGETED REVENUES	REV. REC'D 4/30/2024	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	107,992,581.51	2,052,258.09	107,975,316.73	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	(2.65)	497.70	497.70	398
County Sales Tax	6,600,088.00	-	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	-	3.59	19.46	19.46	19.46
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	247,366.11	1,999,707.63	1,999,707.63	1,499,708
Rental of Real Property	40,000.00	-	33,967.38	40,000.00	-
Rental of Real Property, BOCES	-	-	-	-	-
Rental of Buses	2,000.00	-	7,327.55	7,327.55	5,328
Commissions	-	-	-	-	-
Forfeiture of Deposits	-	-	200.00	200.00	200
Sale of Scrap and Excess Materials	1,000.00	-	2,782.35	2,782.35	1,782
Sale of Instructional Materials - Textbooks	-	-	-	-	-
Sale of Equipment	65,000.00	-	262,520.00	262,520.00	197,520
Insurance Recoveries	30,000.00	-	283,050.97	283,050.97	253,051
Other Compensation for Loss	1,000.00	135.49	848.04	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	(554.77)	342,536.61	342,536.61	142,537
Gifts and Donations	40,000.00	1,400.00	31,428.00	40,000.00	-
Unclassified Revenues	185,000.00	65,124.82	191,211.26	191,211.26	6,211
State Aid - General Operating/Foundation Aid	11,427,067.53	10,134.89	11,227,988.83	11,427,067.53	-
State Aid - Excess Cost	3,302,090.00	-	2,185,919.20	3,308,600.00	6,510
State Aid - Building Aid	4,038,304.00	-	4,175,055.00	4,175,055.00	136,751
State Aid - Lottery Aid	7,748,350.56	-	7,748,350.56	7,748,350.56	-
State Aid - Lottery Grant	1,011,891.52	-	1,011,891.52	1,011,891.52	-
State Aid - Commercial Gaming Grant	134,973.39	-	134,973.39	134,973.39	-
State Aid - BOCES	3,696,160.00	-	1,048,090.25	3,696,160.00	-
State Aid - Textbooks	344,665.00	-	345,073.00	345,073.00	408
State Aid - Software Aid	91,558.00	-	91,184.00	91,558.00	-
State Aid - Hardware Aid	95,994.00	-	95,602.00	95,994.00	-
State Aid - Library Mat. Aid	38,200.00	-	38,043.00	38,200.00	-
State Aid - Other Charter School CSBT	1,000.00	-	1,000.00	1,000.00	-
State Aid - Other Urban Suburban	1,016,799.00	-	1,155,072.00	1,155,072.00	138,273
State Aid - Other Nonresident Homeless Tuition	-	-	61,923.00	61,923.00	61,923
Medicaid Assistance	65,000.00	10,134.88	70,508.25	70,508.25	5,508
Subtotal	\$ 153,465,460.00	\$ 2,386,000.45	\$ 149,192,159.57	\$ 158,281,119.00	\$ 2,815,659.00
Appropriated Fund Balance	1,196,992.00	-	-	1,196,992.00	-
Appropriated Reserves:					
Workers Compensation Reserve	50,000.00	50,000.00	50,000.00	50,000.00	-
EBALR Reserve	500,000.00	500,000.00	500,000.00	500,000.00	-
ERS Reserve	300,000.00	300,000.00	300,000.00	300,000.00	-
Budgeted Revenues Total	\$ 155,512,452.00	\$ 3,236,000.45	\$ 150,042,159.57	\$ 158,328,111.00	\$ 2,815,659.00
Interfund Transfers	-	-	-	-	-
Interest Allocated to Reserves	-	113,634.84	981,273.62	981,273.62	981,274
Reserve for Encumbrances	2,913,513.41	-	-	2,913,513.41	-
Adjusted Budgeted Revenues Total	\$ 158,425,965.41	\$ 3,349,635.29	\$ 151,023,433.19	\$ 162,222,898.03	\$ 3,796,932.62

PITTSFORD CENTRAL SCHOOLS

GENERAL FUND

Schedule of Appropriated Expenses
April 30, 2024

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
School Operations						
Elementary Schools	21,858,052.00	593,294.63	22,451,346.63	15,279,923.17	5,436,927.67	1,734,495.79
Middle School	16,778,112.00	224,032.96	17,002,144.96	11,500,641.37	4,071,620.39	1,429,883.20
High School	23,558,142.00	19,516.17	23,577,658.17	15,886,175.73	5,017,996.49	2,673,485.95
Total School Operations	62,194,306.00	836,843.76	63,031,149.76	42,666,740.27	14,526,544.55	5,837,864.94
Central Student Programs & Services						
Special Education Office	670,284.00	55,973.06	726,257.06	306,487.84	92,212.72	327,556.50
Special Education Services	1,352,979.00	3,195.00	1,356,174.00	877,247.96	334,084.79	144,841.25
Out of District Spec. Ed Programs	6,938,384.00	395,205.77	7,333,589.77	5,706,350.05	1,427,010.90	200,228.82
Special Services	1,400,407.00	3,793.00	1,404,200.00	876,302.19	288,395.44	239,502.37
Summer Programs	25,000.00	(619.38)	24,380.62	14,332.29	10,000.00	48.33
Non Public Services	393,898.00	33,684.60	427,582.60	102,119.19	32,914.02	292,549.39
BOCES	500,000.00	(73,173.67)	426,826.33	329,017.74	75,732.46	22,076.13
Total Central Programs & Services	11,280,952.00	418,058.38	11,699,010.38	8,211,857.26	2,260,350.33	1,226,802.79
Instructional Services						
Curriculum & Instruction Services	868,724.00	132,179.46	1,000,903.46	635,756.03	284,342.38	80,805.05
Standards of Performance	627,500.00	57,865.17	685,365.17	448,998.90	151,166.47	85,199.80
Pupil Services Office	384,375.00	2,564.65	386,939.65	223,287.71	45,778.48	117,873.46
Instructional Technology Services	1,943,058.00	2,248,714.25	4,191,772.25	2,482,749.08	1,220,674.56	488,348.61
Professional Development Services	248,074.00	4,134.87	252,208.87	202,486.35	39,948.22	9,774.30
Data Team	505,448.00	(3,887.07)	501,560.93	423,432.93	76,299.42	1,826.58
Total Instructional Services	4,577,179.00	2,441,571.33	7,018,750.33	4,416,711.00	1,818,209.53	783,829.80
Support Services						
Finance Services	1,200,935.00	35,063.25	1,235,998.25	939,636.38	183,990.44	112,371.43
Personnel Services	529,100.00	66,062.54	595,162.54	466,801.04	83,731.88	44,629.62
Public Information Services	349,365.00	40,479.11	389,844.11	272,455.60	68,073.18	49,315.33
Operations and Maintenance	9,770,766.00	532,319.23	10,303,085.23	6,207,217.59	2,738,109.46	1,357,758.18
Printing and Mailing Services	271,460.00	(62,513.40)	208,946.60	116,064.85	51,805.30	41,076.45
Support Services Technology	1,556,229.00	200,708.25	1,756,937.25	1,698,969.09	52,586.48	5,381.68
Transportation Services	6,507,795.00	(155,466.76)	6,352,328.24	4,162,134.28	1,696,309.17	493,884.79
Total Support Services	20,185,650.00	656,652.22	20,842,302.22	13,863,278.83	4,874,605.91	2,104,417.48
Central Administration						
Board of Education	87,672.00	14,700.31	102,372.31	43,041.80	8,798.06	50,532.45
Superintendent's Office	440,448.00	32,882.06	473,330.06	363,580.31	70,883.83	38,865.92
Total Central Administration	528,120.00	47,582.37	575,702.37	406,622.11	79,681.89	89,398.37
Undistributed Expenses						
Debt Service & Interfund Transfers	8,697,550.00	7,234.58	8,704,784.58	4,299,824.75	4,165,400.25	239,559.58
Insurance & Fees	1,787,000.00	881,193.23	2,668,193.23	2,401,537.73	188,712.74	77,942.76
Employee Benefits	46,261,695.00	(1,553,370.12)	44,708,324.88	34,967,153.33	8,173,549.36	1,567,622.19
Total Undistributed Expenses	56,746,245.00	(664,942.31)	56,081,302.69	41,668,515.81	12,527,662.35	1,885,124.53
TOTAL	155,512,452.00	3,735,765.75	159,248,217.75	111,233,725.28	36,087,054.56	11,927,437.91

Transfers and Adjustments Detail:

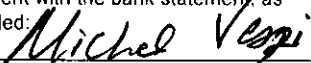
Prior Year Encumbrances	2,913,513.41
Resolution for Tax Certiorari Settlement	822,252.34
Total Transfers and Adjustments	3,735,765.75

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

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE			\$ 57,663,494.96
	Receipts:			
	Taxes & Tax Items	2,052,257.87		
	Payroll Funding	6,849,561.09		
	Local Revenues	462,262.72		
	State Aid (VLT Lottery, CSBT, Excess Cost, Instructional Materials, Commercial Gaming, General Aid)			
	Monroe #1 BOCES			
	Sales Tax			
	Transfer- Tax Certiorari Reserve			
	Transfer from CD			
	FSA Deductions	36,189.88		
	Transfer from Special Aid Re: DT/DF	900,000.00		
	Transfer from School Lunch Re: DT/DF			
	Transfer from Mem/Sch. Re: DT/DF			
	Transfer- Capital Re: DT/DF			
	Federal Aid - Medicaid	20,269.77		
	Interest	213,779.73		
	Transfer from Reserves Re: Appropriations/Adjustme	850,000.00		
	Net Transfers	49,472,122.29		
	Total Receipts:			60,856,443.35
	Disbursements:			
	EFT/Wire Transfers		350,941.28	
	General Fund Checks #270132-270395		4,732,561.63	
	ACH #001679-001695		1,543.22	
	Transfer to CM Re: DT/DF			
	Transfer to Special Aid Re: DT/DF			
	Payroll Checks & Direct Deposits		6,851,185.23	
	Payroll Funding		6,620,131.06	
	Transfer- Capital Re: DT/DF			
	Transfer- CD Re: Investment			
	Void Checks			
	Transfer- Reserves (Year End Funding)			
	Transfer to Debt (8/1 Bond Payment)			
	Net Transfers		49,472,122.29	
	Total Disbursements:			(68,028,484.71)
30-Apr	ENDING BALANCE	\$ 60,856,443.35	\$ 68,028,484.71	50,491,453.60

BANK RECONCILIATION

BALANCE PER BANK:	50,967,036.64
ADD:	
Outstanding Deposits	20.00
Correction Pending Payroll	
ACH/Checks returns	
Outstanding Transfers	27,962.89
SUBTRACT:	
Outstanding Checks	(470,267.45)
Outstanding FSA Withdrawals	(5,335.59)
Outstanding Payment	
Outstanding Transfers	(27,962.89)
ADJUSTED BANK BALANCE	50,491,453.60
BALANCE PER BOOKS	50,491,453.60

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

 Michael Vespi, Assistant Superintendent for Business

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 APRIL 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-Apr	BEGINNING BALANCE				\$ 17,268,274.23
	Receipts:				
	Transfer from General Fund (Year End Res. Funding)				
	Interest - Reserve for Liability		3,517.63		
	Interest -Tax Certiorari		4,719.90		
	Interest- Unemployment Insurance		1,138.48		
	Interest- Employee Benefit & Accrued Liabilities		9,742.74		
	Interest- Employee Retirement Contribution		7,257.83		
	Interest- Teachers Retirement Contribution		20,073.84		
	Interest- Workers' Compensation		1,829.53		
	Interest- Insurance Reserve		6,417.96		
	Transfers		12,585,779.56		
	Total Receipts:				<u>12,640,477.47</u>
	Disbursements:				
	EFT Withdrawals				
	Transfer to General Fund: Appropriations			850,000.00	
	Transfers			12,585,779.56	
	Total Disbursements:				<u>(13,435,779.56)</u>
30-Apr	ENDING BALANCE		<u>\$ 12,640,477.47</u>	<u>\$ 13,435,779.56</u>	<u>16,472,972.14</u>

BANK RECONCILIATION

BALANCE PER BANK:	16,472,972.14
ADD:	
 SUBTRACT:	
Outstanding Checks	
 ADJUSTED BANK BALANCE	<u>16,472,972.14</u>
BALANCE PER BOOKS	<u>16,472,972.14</u>

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



Michael Vespi, Assistant Superintendent for Business

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 APRIL 2024
Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts

DATE	DESCRIPTION	CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE				\$ 16,839,425.59
	Receipts:				
	Transfer from General: Year End Reserve Funding				
	Interest - Bus Purchase Reserve		20,498.46		
	Interest - Capital Reserve		27,539.01		
	Interest - Capital Swimming Facilities Reserve		4,249.29		
	Interest - Capital IT Reserve		6,650.17		
	Transfer from Capital Fund Bus Reserve				
	Net Transfers		16,340,075.18		
	Total Receipts:				<u>16,399,012.11</u>
	Disbursements:				
	Transfer to Capital Fund: Capital Reserve				
	Transfer to Capital Fund Bus Reserve				
	Net Transfers			16,340,075.18	
	Total Disbursements:				<u>(16,340,075.18)</u>
30-Apr	ENDING BALANCE		<u>\$ 16,399,012.11</u>	<u>\$ 16,340,075.18</u>	<u>16,898,362.52</u>

BANK RECONCILIATION

BALANCE PER BANK:	16,898,362.52
ADD:	
Transfer from General	
SUBTRACT:	
Outstanding Checks	
Due To Capital	
ADJUSTED BANK BALANCE	<u>16,898,362.52</u>
BALANCE PER BOOKS	<u>16,898,362.52</u>

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


 Michael Vespi, Assistant Superintendent for Business

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
April 30, 2024**

	4/1/2024			4/30/2024
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Consolidated Payroll	-	4,365,013.62	4,365,013.62	-
Net 1099R Distributions	-	-	-	-
United Way	-	1,668.50	1,668.50	-
NYS Employee Retirement	392.61	36,878.99	36,518.07	753.53
Income Protection (LTD)	-	8,439.74	8,439.74	-
Hospital Insurance	-	275,114.19	275,114.19	-
AFLAC	-	1,029.96	1,029.96	-
Life Insurance	-	5,067.96	5,067.96	-
NYS Income Tax	-	255,169.98	255,169.98	-
Federal Income Tax	-	491,897.63	491,897.63	-
Federal Income Tax-1099R	263.18	-	-	263.18
Earned Income Credit	-	-	-	-
Income Execution	-	7,087.13	6,898.08	189.05
Association Dues	-	84,562.30	84,562.30	-
Social Security	-	935,181.72	935,181.72	-
Teacher Loans	-	16,474.00	16,474.00	-
Tax Sheltered Annuities	4,200.00	327,672.31	327,672.31	4,200.00
Other Liabilities	-	-	-	-
Flex Benefits-Medical Exp.	(33,488.13)	51,477.76	60,958.59	(42,968.96)
Flex Benefits-Dependent Care	21,349.91	20,858.28	18,576.14	23,632.05
Flex Benefits-Management Fee	(10.93)	43.72	43.72	(10.93)
529 College Savings	-	-	-	-
HSA Accounts	-	12,319.84	12,319.84	-
Health Fund Reserve	726,971.65	-	18,976.95	707,994.70
TOTALS:	\$ 719,678.29	\$ 6,895,957.63	\$ 6,921,583.30	\$ 694,052.62

PITTSFORD CENTRAL SCHOOLS
SCHOOL LUNCH FUND
 Monthly Operating Report
 April 30, 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	\$ 79,471.75	\$ 76,023.50	\$ 696,836.50	\$ 724,524.00
OTHER CAFETERIA SALES	123,772.11	112,967.00	1,110,707.69	1,125,268.52
REBATES	-	222.24	989.61	1,227.36
INTEREST INCOME	3,123.79	2,454.22	28,886.02	14,566.54
INSURANCE/OTHER COMP	-	-	-	-
MISCELLANEOUS INCOME	-	15.00	460.18	497.36
TOTAL REVENUES:	\$ 206,367.65	\$ 191,681.96	\$ 1,837,880.00	\$ 1,866,083.78

EXPENDITURES

SALARIES	\$ 69,906.68	\$ 74,181.36	\$ 617,689.16	\$ 610,323.68
EQUIPMENT	-	-	28,124.50	25,085.55
CONTRACTUAL/BOCES	-	24.11	10,605.89	12,459.90
FOOD & MILK USED	77,382.88	60,574.52	751,302.16	648,777.18
REPAIRS	657.54	197.50	17,094.08	23,071.08
TRAVEL/MILEAGE	-	-	106.29	-
SUPPLIES	4,327.49	7,463.97	45,648.23	55,367.50
BENEFITS	29,790.92	33,971.56	257,806.95	289,430.17
TOTAL EXPENDITURES:	\$ 182,065.51	\$ 176,413.02	\$ 1,728,377.26	\$ 1,664,515.06

NET OPERATIONS:	\$ 24,302.14	\$ 15,268.94	\$ 109,502.74	\$ 201,568.72
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OTHER ITEMS AFFECTING FUND BALANCE

Cumulative Change in Reserve for Supplies Inventory	\$ 1,388.15	\$ 4,345.70
Change in Fund Balance:	110,890.89	205,914.42
Fund Balance at July 1	\$ 901,799.02	\$ 638,971.21
Fund Balance to date	<u>\$ 1,012,689.91</u>	<u>\$ 844,885.63</u>

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

Loss of State Aid (National Lunch & Breakfast Program)	\$18,925	Free, Reduced & Paid
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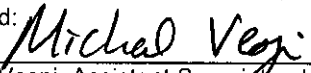
**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF APRIL 2024**

School Lunch Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE			\$ 1,248,135.06
	Receipts:			
	Daily Deposits	23,463.04		
	Prepays- School Lunch Office	1,558.50		
	Prepaid- via NutriKids/Heartland	169,413.53		
	Other Sales-Vending	1,651.26		
	Catering	784.75		
	Miscellaneous			
	Transfer from General re: DT/DF			
	Interest	3,123.79		
	Net Transfers	200,000.00		
	Total Receipts:			<u>399,994.87</u>
	Disbursements:			
	EFT/Wire Transfers			
	Check # 204052-204076		72,217.58	
	Payroll Funding		75,044.12	
	Void Checks			
	Transfer to General re: DT/DF			
	Net Transfers		200,000.00	
	Total Disbursements:			<u>(347,261.70)</u>
30-Apr	ENDING BALANCE	<u>\$ 399,994.87</u>	<u>\$ 347,261.70</u>	<u>1,300,868.23</u>

BANK RECONCILIATION

BALANCE PER BANK:	1,302,885.83
ADD: Outstanding Deposits	14,824.16
SUBTRACT: Outstanding Checks	(16,841.76)
ADJUSTED BANK BALANCE	<u>1,300,868.23</u>
BALANCE PER BOOKS	<u>1,300,868.23</u>

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

 Michael Vespi, Assistant Superintendent for Business

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
 April 30, 2024

DESCRIPTION	ORIGINAL BUDGET/REVENUES	PRIOR YR EXPENDITURES	CURRENT YR EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES	GRANT ADMINISTRATORS
SERVICES FOR FEES						
Driver Education (Cumulative Balance)	184,532.69	-	99,541.58	3,054.08	81,937.03	Student Services
Summer Enrichment (Cumulative Balance)	113,997.61	5,160.11	90,910.45	573.71	17,353.34	
Summer Enrichment (2024-25)	-	-	5,164.00	-	(5,164.00)	
IDEA 611 (07/01/23-06/30/24)	1,357,795.00	-	895,192.59	332,946.95	129,655.46	Special Education
Covers special education expenditures						
IDEA 619 (07/01/23-06/30/24)	36,762.00	-	16,116.08	1,579.10	19,066.82	Special Education
Covers pre-school educational expenses.						
TITLE I 22/23 (09/01/22-08/31/23)	221,608.00	144,068.55	11,726.38	-	65,813.07	Student Services
TITLE I 23/24 (09/01/23-08/31/24)	194,200.00	-	136,931.59	34,718.02	22,550.39	Student Services
Provides program additions at qualifying schools to support students at risk of not passing the required state assessments						
TITLE IIA GRANT 22/23 (09/01/22-08/31/23)	163,983.00	69,224.62	47,722.51	-	47,035.87	Student Services
TITLE IIA GRANT 23/24 (09/01/23-08/31/24)	82,582.00	-	77,596.20	27,197.28	(22,211.48)	Student Services
Enhances Teacher/Principal training and recruitment.						
TITLE III GRANT 22/23 (09/01/22-08/31/23)	25,158.00	3,300.64	10,225.25	-	11,632.11	Student Services
TITLE III GRANT 23/24 (09/01/23-08/31/24)	9,464.00	-	1,452.33	1,704.00	6,307.67	Student Services
Provides language instructional education programs to assist Limited English Proficient (LEP) students achieve standards						
TITLE IV SSAE GRANT (09/01/22-08/31/23)	26,349.00	290.00	312.29	-	25,746.71	Student Services
TITLE IV SSAE GRANT (09/01/23-08/31/24)	15,465.00	-	776.71	-	14,688.29	Student Services
Provides resources to increase the capacity of local agencies						
TEACHER CENTER GRANT 2023-24	65,867.00	-	51,355.66	257.05	14,254.29	Teacher Center
Provides staff development opportunities for teachers.						
SPECIAL ED SUMMER PROGRAMS 4408	392,000.00	-	379,964.97	-	12,035.03	Special Education
Payments for tuition to BOCES and outside providers of summer special education programs.						
SPECIAL ED SUMMER PROGRAM-In District	455,450.00	-	419,156.45	2,873.32	33,420.23	Special Education
Expenses for staff and materials for state approved in-district special education summer program.						
SPECIAL ED SUMMER PROGRAM-Related Services	18,000.00	-	4,307.98	-	13,692.02	Special Education
Payments to outside providers and staff for related services during July and August.						
AMERICAN RESCUE PLAN	1,287,512.00	545,101.71	542,953.33	164,419.94	35,037.02	Student Services
AMERICAN RESCUE PLAN 611 GRANT	265,089.00	249,849.03	15,239.97	-	-	Special Education
AMERICAN RESCUE PLAN 619 GRANT	29,267.00	20,758.92	8,508.08	-	-	Special Education
Provides resources to address the COVID-19 impact on schools						
CRRSA - ESSER II FUND	4,593,034.00	3,968,535.35	624,498.65	-	-	Student Services
for the purpose of providing emergency relief funds to address the impact that COVID-19 has had, and continues to have, on schools						
CRRSA - GEER II FUND	740,432.00	740,432.00	-	-	-	Student Services
provides grants to Governors for the purpose of providing educational agencies with emergency assistance to address the impact of Covid-19						
SCHOOL LIBRARY SYSTEM GRANT 2023-24	3,462.62	-	3,158.88	171.98	133.76	Various Schools
Mini grants through BOCES for School Library Media Specialists.						
NYS HEALTHCARE WORKER BONUSES	11,841.50	-	20,991.75	-	(9,150.25)	Business Office
for bonuses to recruit, retain, & reward front line health care workers						
TOTALS :	10,293,851.42	5,746,720.93	3,463,801.68	569,495.43	513,833.38	

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

Special Aid Funds

DATE	DESCRIPTION	CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE				\$ 1,368,415.89
	Receipts:				
	Local Revenues		28,897.14		
	State Aid/Federal Aid		416,045.00		
	Transfer from General (20% funding)				
	Transfer from General DT/DF				
	Transfer to Special Aid Fund: write offs				
	Net Transfers				
	Total Receipts:				<u>444,942.14</u>
	Disbursements:				
	EFT/Wire Transfers				
	Check # 206972-207007			79,291.63	
	Transfer to General Fund re: DT/DF			900,000.00	
	Void Checks/Stop Payments/NSF Checks				
	Payroll Funding			154,385.91	
	Net Transfers				
	Total Disbursements:				<u>(1,133,677.54)</u>
30-Apr	ENDING BALANCE		<u>\$ 444,942.14</u>	<u>\$ 1,133,677.54</u>	<u>679,680.49</u>

BANK RECONCILIATION

BALANCE PER BANK:	697,458.72
ADD:	
Outstanding Transfer from General	
Deposit in Transit	10,530.00
NSF	
SUBTRACT:	
Outstanding Checks	(28,308.23)
Outstanding Transfer to General	
ADJUSTED BANK BALANCE	<u>679,680.49</u>
BALANCE PER BOOKS	<u>679,680.49</u>

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Michael Vespi

Michael Vespi, Assistant Superintendent for Business

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 April 30, 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	2,714,261.09	-	753,679.86
Capital Project - March 2023	69,822,169.00	-	3,168,525.09	7,209,202.55	59,444,441.36
Emergency Project - SHS Roof	575,000.00	4,836.65	347,382.16	2,601.19	220,180.00
SSBA Phase 2	662,250.00	-	-	601,244.00	61,006.00
Subtotal - Capital Fund	80,304,115.00	3,136,978.56	8,180,511.93	7,971,046.43	61,015,578.08
Debt Service	7,902,550.00	-	4,294,550.00	399,500.00	3,208,500.00
TOTALS :	88,206,665.00	3,136,978.56	12,475,061.93	8,370,546.43	64,224,078.08

RESERVE BALANCES April 30, 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		146,864.48		7,378,629.69
Capital Reserve	5,326,500.11		282,734.90		5,609,235.01
Instructional Technology Capital Reserve	2,335,169.41		50,771.70		2,385,941.11
Capital Swimming Facility	1,500,000.00		24,556.71		1,524,556.71
Insurance Reserve	2,220,536.76		51,762.53		2,272,299.29
Unemployment Insurance Reserve	393,899.17		9,182.13		403,081.30
Reserve for Liability	1,217,055.09		28,370.57		1,245,425.66
Reserve for Tax Certiorari	2,444,322.34	(822,252.34)	49,026.79		1,671,096.79
Employee Benefit & Accrued Liability Reserve	3,583,968.64		78,210.61	(500,000.00)	3,162,179.25
Reserve for Retirement Contributions	2,639,508.46		57,787.53	(300,000.00)	2,397,295.99
Reserve for Teacher Retirement Contributions	4,515,083.28		187,485.23		4,702,568.51
Workers' Compensation Reserve	654,504.57		14,520.78	(50,000.00)	619,025.35
TOTALS :	40,584,074.80	(822,252.34)	981,273.96	(850,000.00)	33,371,334.66

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 APRIL 2024**

Capital

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE			\$15,080,039.09
	Receipts:			
	Transfer from General Fund re: Due to/from			
	Transfer from General Fund re: Bus Purch. Reserve			
	BAN Proceeds			
	Interest	10,863.91		
	Net Transfers	9,400,000.00		
	Total Receipts:			<u>9,410,863.91</u>
	Disbursements:			
	EFT/Wire Transfers			
	Transfer to Capital Reserve re: Closing of Project			
	Capital Checks-060205-060206		-	
	Capital Reserve Checks #001019-001023		252,814.38	
	Bus Purchase Reserve Checks #200040-200040			
	Net Transfers		9,400,000.00	
	Total Disbursements:			<u>(9,652,814.38)</u>
30-Apr	ENDING BALANCE	<u>\$ 9,410,863.91</u>	<u>\$ 9,652,814.38</u>	<u>14,838,088.62</u>

BANK RECONCILIATION

BALANCE PER BANK:	14,858,239.83
ADD:	
Capital Reserve MM Transfer	
SUBTRACT:	
Outstanding Checks	(20,151.21)
ADJUSTED BANK BALANCE	<u>14,838,088.62</u>
BALANCE PER BOOKS	<u>14,838,088.62</u>

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Michael Vespi
Michael Vespi, Assistant Superintendent for Business

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

Deborah L. Carpenter, School District Clerk

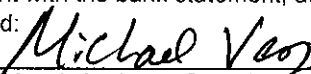
**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF APRIL 2024**

Miscellaneous Revenue Accounts

DATE	DESCRIPTION	CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE				\$ 168,899.94
	Receipts:				
	Miscellaneous -Dividend & Local Money				
	Total Receipts:				-
	Disbursements:				
	Checks 200909-200911			814.87	
	Due To/From				
	Void Checks				
	Total Disbursements:				(814.87)
30-Apr	ENDING BALANCE		<u>\$ -</u>	<u>\$ 814.87</u>	<u>168,085.07</u>

BANK RECONCILIATION

BALANCE PER BANK:	169,125.07
ADD:	
Outstanding Transfer from General NSF Check	
SUBTRACT:	
Outstanding Checks	(1,040.00)
ADJUSTED BANK BALANCE	<u>168,085.07</u>
BALANCE PER BOOKS	<u>168,085.07</u>

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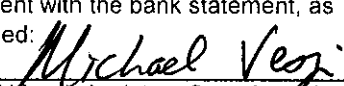
**PITTSFORD CENTRAL SCHOOLS
BANK RECONCILIATION FOR THE MONTH OF APRIL 2024**

Custodial Accounts

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE			\$ -
	Receipts:			
	Miscellaneous			
	Interest			
	Net Transfers			
	Total Receipts:			-
	Disbursements:			
	EFT/Wire Transfers-Taxes			
	Net Transfers			
	Total Disbursements:			-
30-Apr	ENDING BALANCE	\$ -	\$ -	-

BANK RECONCILIATION

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

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 Michael Vespi, Assistant Superintendent for Business

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 Deborah L. Carpenter, School District Clerk

PITTSFORD CENTRAL SCHOOLS

MISCELLANEOUS REVENUE & CUSTODIAL ACTIVITY SUMMARY April 30, 2024

Miscellaneous Revenue Accounts	BEGINNING BALANCE 7/1/2023	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 4/30/2024
Special Revenue Funds (Scholarships/Grants	149,974.48	51,649.59	33,539.00	168,085.07

Custodial Accounts	BEGINNING BALANCE 7/1/2023	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 4/30/2024
Sales Tax	-	3,330.02	3,330.02	-

Extraclassroom Accounts	BEGINNING BALANCE 7/1/2023	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 4/30/2024
Allen Creek Elementary	1,212.47	259.10	-	1,471.57
Jefferson Road Elementary	1,998.34	-	-	1,998.34
Mendon Center Elementary	17,686.42	9,424.39	6,796.28	20,314.53
Park Road Elementary	3,603.75	5,578.00	5,697.30	3,484.45
Thornell Road Elementary	4,058.80	6,042.00	5,498.05	4,602.75
Barker Road Middle School	47,527.95	87,901.90	84,044.80	51,385.05
Calkins Road Middle School	44,535.68	89,839.19	75,982.13	58,392.74
Sutherland High School	62,691.32	115,303.91	100,328.35	77,666.88
Mendon High School	96,738.62	113,892.74	86,565.71	124,065.65
TOTALS :	280,053.35	428,241.23	364,912.62	343,381.96

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

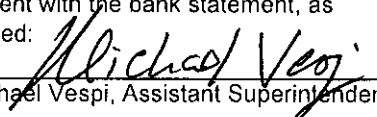
Debt Service Fund

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
1-Apr	BEGINNING BALANCE			\$ 2,888,124.69
	Receipts:			
	Transfer from General Fund (per appropriations)			
	Premium on BAN Issuance			
	Interest	7,554.25		
	Net Transfers	2,660,067.88		
	Total Receipts:			<u>2,667,622.13</u>
	Disbursements:			
	Depository Trust Company (Wires)			
	Net Transfers		2,660,067.88	
	Total Disbursements:			<u>(2,660,067.88)</u>
30-Apr	ENDING BALANCE	<u>\$ 2,667,622.13</u>	<u>\$ 2,660,067.88</u>	<u>2,895,678.94</u>

BANK RECONCILIATION

BALANCE PER BANK:	2,895,678.94
ADD:	
Outstanding Transfer	
SUBTRACT:	
ADJUSTED BANK BALANCE	<u>2,895,678.94</u>
BALANCE PER BOOKS	<u><u>2,895,678.94</u></u>

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



 Michael Vespi, Assistant Superintendent for Business

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

Budgetary Transfer Report

Fiscal Year: 2024

Current Appropriation - Effective From: 04/01/2024 To: 04/30/2024

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
04/02/2024	026367	Move unused funds out of Science T&C into Science Supplies to cover year-end ordering.	A511-2010-465-0076 R	STD Science Trav Conf	-535.00	
			A511-2010-500-0076 R	STD Science Supplies		535.00
04/02/2024	026429	To supplement the cost of returning Regents exam boxes through UPS.	A341-2110-500-0100 R	MHS SchISuppt Supplies	-300.00	
			A341-2110-400-0100 R	MHS SchISuppt Contr Svc		300.00
04/02/2024	026454	To supplement the cost of building paper supplies.	A341-2110-500-0116 R	MHS Business Supplies	-213.29	
			A341-2110-506-0100 R	MHS Schl Suppt Copy Paper		213.29
04/05/2024	026597	TO PROVIDE FUNDS FOR WORLD LANGUAGE ORDER	A232-2110-421-0134 R	CR World Lang Meeting Exp	-9.85	
			A232-2110-468-0134 R	CR World Lang Membership	-2.19	
			A232-2110-500-0134 R	CR World Lang Supplies		12.04
04/05/2024	026598	TO PROVIDE FUNDS FOR COPY PAPER ORDERS	A232-2110-500-0100 R	CR SchISuppt Supplies	-50.00	
			A232-2110-506-0100 R	CR SchISuppt Copy Paper		50.00
04/09/2024	027237	Funds needed to cover for professional conference.	A300-2855-409-0855 R	HS Athletics Hockey Rent	-111.54	
			A300-2855-465-0855 R	HS Athletics Trav Conf		111.54
04/10/2024	027266	To provide funds for overage of items for counseling office.	A114-2110-500-0110 R	MC Tch RegSch Supplies	-39.50	
			A114-2810-500-0810 R	MC Counseling Supplies		39.50
04/10/2024	027279	Transfer unused T&C funds to Supplies for final year-end purchase. Instr Chall.	A100-2110-465-0136 R	ES InstrChall Trav Conf	-300.00	
			A100-2110-500-0136 R	ES InstrChall Supplies		300.00
04/10/2024	027316	To cover teacher needs	A113-2020-465-0020 R	JR Supr RegSch Trav Conf	-625.00	
			A113-2110-500-0100 R	JR SchISuppt Supplies		625.00
04/10/2024	027325	To provide funds for NIAAAA evaluation of Pittsford Athletics.				

			A300-2855-455-0855 R	HS Athletics Equip Rpr	-800.00	
			A300-2855-465-0855 R	HS Athletics Trav Conf		800.00
04/12/2024	027371	Transfer to cover building supplies				
			A113-2110-500-0167 R	JR PhysEd Supplies	-1,533.05	
			A113-2110-500-0100 R	JR SchlSuppt Supplies		1,533.05
04/11/2024	027384	To purchase end of year school supplies				
			A115-2110-500-0167 R	PR PhysEd Supplies	-449.61	
			A115-2110-500-0100 R	PR SchlSuppt Supplies		449.61
04/11/2024	027388	transferring funds to cover BOCES PD for LETRS training.				
			A114-2020-500-0020 R	MC Supr RegSch Supplies	-250.00	
			A114-2020-490-0020 R	MC Supr RegSch BOCES		250.00
04/11/2024	027391	TO PROVIDE FUNDS FOR A BOCES CONFERENCE				
			A232-2110-500-0100 R	CR SchlSuppt Supplies	-300.00	
			A232-2110-490-0100 R	CR SchlSuppt BOCES		300.00
04/12/2024	027407	To provide funds for redesigning BR-East Technology Room 318 using the existing cubicle Panels				
			A530-2630-491-0630 R	ITS-Comp Equip BOCES	-1,500.00	
			A530-2630-400-0630 R	ITS Computer Inst ContrSv		1,500.00
04/12/2024	027409	To provide funds for library books				
			A115-2610-400-0610 R	PR Library Contr Svc	-811.00	
			A115-2610-500-0610 R	PR Library Supplies		811.00
04/11/2024	027415	Coverage for staff supplies				
			A113-2020-466-0020 R	JR Supr RegSch Mileage	-170.59	
			A113-2020-468-0020 R	JR Supr RegSch Membership	-41.00	
			A113-2020-490-0020 R	JR Supr RegSch BOCES	-50.00	
			A113-2020-500-0020 R	JR Supr RegSch Supplies	-66.86	
			A113-2110-400-0110 R	JR Tch RegSch Contr Svc	-300.00	
			A113-2110-403-0110 R	JR Tch RegSch Field Trips	-370.00	
			A113-2110-406-0110 R	JR Tch RegSch Entry Fees	-300.00	
			A113-2110-465-0100 R	JR SchlSuppt Trav Conf	-400.00	
			A113-2110-500-0110 R	JR Tch RegSch Supplies		1,698.45
04/11/2024	027417	TO PROVIDE FUNDS FOR READING DEPARTMENT PAPER ORDER				
			A232-2110-500-0153 R	CR Reading Supplies	-23.76	
			A232-2110-506-0100 R	CR SchlSuppt Copy Paper		23.76
04/11/2024	027418	To cover the cost of copy paper for MHS				
			A341-2110-505-0100 R	MHS Schl Suppt Prnt Cart	-762.97	
			A341-2110-506-0100 R	MHS Schl Suppt Copy Paper		762.97
04/11/2024	027419	To cover the cost of building supplies for MHS				
			A341-2810-500-0810 R	MHS Counseling Supplies	-314.17	
			A341-2110-500-0100 R	MHS SchlSuppt Supplies		314.17
04/11/2024	027421	To cover the cost of 23-24 SY graduation				
			A341-2110-500-0140 R	MHS HealthEd Supplies	-203.19	
			A341-2110-461-0100 R	MHS SchlSuppt Commencmt		203.19
04/12/2024	027462	Transfer funds to cover copier paper				
			A113-2110-500-0113 R	JR Art Supplies	-21.41	

			A113-2110-500-0164 R	JR Music Instr Supplies	-13.48	
			A113-2110-500-0165 R	JR Music Vocal Supplies	-74.59	
			A113-2250-500-2250 R	JR SpEd Supplies	-23.45	
			A113-2810-500-0810 R	JR Counseling Supplies	-30.64	
			A113-2815-455-0815 R	JR HealthSv Equip Rpr	-10.00	
			A113-2815-500-0815 R	JR HealthSv Supplies	-3.88	
			A113-2110-506-0100 R	JR Schl Suppt Copy Paper		177.45
04/12/2024	027471	TO COVER COST OF REPAIRS FOR MUSICAL INSTRUMENTS ON PO 4024-00897				
			A340-2110-500-0164 R	SHS Music Instr Supplies	-550.00	
			A340-2110-455-0164 R	SHS Music Instr Equip Rpr		550.00
04/12/2024	027474	TO COVER MILEAGE FOR PRINCIPAL FOR REMAINDER OF THE YEAR				
			A340-2020-468-0020 R	SHS Supr RegSch Membershi	-11.00	
			A340-2020-500-0020 R	SHS Supr RegSch Supplies	-14.75	
			A340-2020-466-0020 R	SHS Supr RegSch Mileage		25.75
04/12/2024	027487	TO BUY BUILDING NEEDED FOR YEAR END AND COPY PAPY				
			A340-2020-465-0020 R	SHS Supr RegSch Trav Conf	-209.06	
			A340-2110-400-0100 R	SHS SchlSuppt Contr Svc	-1,277.21	
			A340-2110-400-0176 R	SHS Science Contr Svc	-350.00	
			A340-2110-406-0158 R	SHS Math Entry Fees	-431.00	
			A340-2110-423-0100 R	SHS SchlSuppt Rebinding	-300.00	
			A340-2110-455-0116 R	SHS Business Equip Rpr	-200.00	
			A340-2110-455-0149 R	SHS Technology Equip Rpr	-21.79	
			A340-2110-465-0100 R	SHS SchlSuppt Trav Conf	-2,182.40	
			A340-2110-468-0134 R	SHS World Lang Membership	-290.00	
			A340-2110-468-0165 R	SHS Music Vocal Membershi	-12.00	
			A340-2110-490-0100 R	SHS SchlSuppt BOCES	-1,000.00	
			A340-2110-500-0113 R	SHS Art Supplies	-21.88	
			A340-2110-500-0116 R	SHS Business Supplies	-54.22	
			A340-2110-500-0140 R	SHS HealthEd Supplies	-117.27	
			A340-2110-500-0152 R	SHS English Supplies	-22.20	
			A340-2110-500-0158 R	SHS Math Supplies	-513.42	
			A340-2110-500-0176 R	SHS Science Supplies	-328.71	
			A340-2110-500-0182 R	SHS SocStudies Supplies	-441.39	
			A340-2250-500-2250 R	SHS SpEd Supplies	-4.60	
			A340-2815-455-0815 R	SHS HealthSv Equip Rpr	-10.00	
			A340-2850-400-0850 R	SHS Co-Curric Contr Svc	-75.00	
			A340-2850-500-0850 R	SHS Co-Curric Supplies	-349.88	
			A340-2110-500-0100 R	SHS SchlSuppt Supplies		4,382.83
			A340-2110-506-0100 R	SHS Schl Suppt Copy Paper		3,829.20
04/12/2024	027488	Cover BOCES Shared Services Reimbursement as per email from EN 4/11/2024				
			A470-2110-490-0110 R	BOCES Tch RegSch Sv	-10,500.00	
			A650-1670-490-0670 R	Print & Mail BOCES Servic	-54,500.00	
			A510-2010-490-0010 R	CURINS BOCES Services		65,000.00
04/12/2024	027496	TO COVER COST OF COPY PAPER FOR END OF YEAR				

			A340-2110-500-0100 R	SHS SchISuppt Supplies	-1,276.40	
			A340-2110-506-0100 R	SHS Schl Suppt Copy Paper		1,276.40
04/12/2024	027499	To purchase end of year school supplies				
			A115-2110-465-0100 R	PR SchISuppt Trav Conf	-461.75	
			A115-2110-500-0100 R	PR SchISuppt Supplies		461.75
04/12/2024	027505	To cover the cost of copy paper				
			A117-2110-500-0100 R	TR SchISuppt Supplies	-3,900.00	
			A117-2110-506-0100 R	TR Schl Suppt Copy Paper		3,900.00
04/12/2024	027515	To provide funds for textbooks				
			A510-2010-500-0010 R	CURINS Supplies	-717.67	
			A510-2110-480-0110 R	CURINS Tch RegSch Txtbook		717.67
04/12/2024	027516	To provide funds elementary science supplies grade 2				
			A511-2010-500-0058 R	STD Math Supplies	-431.21	
			A511-2010-500-0076 R	STD Science Supplies		431.21
04/12/2024	027519	Transfer unused standards supply money to science standards to purchase year end elementary science supplies for Dennise Zobel.				
			A511-2010-500-0051 R	STD Speech Supplies	-300.00	
			A511-2010-500-0054 R	STD ENL Supplies	-150.00	
			A511-2010-500-0055 R	STD Psych Supplies	-150.00	
			A511-2010-500-0057 R	STD SNT Supplies	-300.00	
			A511-2010-500-0062 R	STD Library Supplies	-140.00	
			A511-2010-500-0067 R	STD PhysEd Supplies	-100.00	
			A511-2010-500-0076 R	STD Science Supplies		1,140.00
04/12/2024	027520	TO PROVIDE FUNDS FOR THERESA JENNETTE'S T&C FORM				
			A232-2110-500-0100 R	CR SchISuppt Supplies	-247.66	
			A232-2110-465-0100 R	CR SchISuppt Trav Conf		247.66
04/15/2024	027572	TO PROVIDE FUNDS FOR JULIE PELLIGRINO'S T&C FORM				
			A232-2110-500-0100 R	CR SchISuppt Supplies	-206.58	
			A232-2110-465-0100 R	CR SchISuppt Trav Conf		206.58
04/15/2024	027588	To cover catering for superintendent's day from Food Services				
			A520-2830-465-0830 R	PS Travel and Conference	-80.00	
			A520-2830-500-0830 R	PS Supplies & Materials		80.00
04/15/2024	027649	PLease transfer to cover paper				
			A113-2110-500-0110 R	JR Tch RegSch Supplies	-1,248.06	
			A113-2110-506-0100 R	JR Schl Suppt Copy Paper		1,248.06
04/16/2024	027718	To cover costs of maintenance supplies.				
			A640-1621-500-0621 R	OM Maint/Cust Supplies	-30,000.00	
			A640-1620-500-0620 R	OM Supplies		30,000.00
04/18/2024	027910	To cover district textbook purchases				
			A113-2110-480-0110 R	JR Tch RegSch Textbooks	-41.39	
			A232-2110-480-0100 R	CR SchISuppt Textbooks	-3,364.67	
			A340-2110-480-0100 R	SHS SchISuppt Textbooks	-11,238.81	
			A341-2110-480-0100 R	MHS SchISuppt Textbooks	-3,502.67	
			A510-2110-480-0110 R	CURINS Tch RegSch Txtbook		18,147.54

04/18/2024	027919	Technology Budget Transfer Request approve BOE 4/16/2024	A640-1620-418-0622 R	OM Utilities Electricity	-400,000.00	
			A670-5510-165-0510 R	TRN Bus Drivers Salaries	-370,035.00	
			A530-2630-491-0630 R	ITS-Comp Equip BOCES		770,035.00
04/19/2024	027937	To provide funds for training registration at Monroe 1, Boces, for Carrie Gunther - MHS.	A341-2110-465-0100 R	MHS SchISuppt Trav Conf	-300.00	
			A341-2110-490-0100 R	MHS SchISuppt BOCES		300.00
04/19/2024	027952	TO PROVIDE FUNDS FOR TRAVEL & CONFERENCE REIMBURSEMENTS	A232-2110-500-0100 R	CR SchISuppt Supplies	-37.27	
			A232-2110-465-0100 R	CR SchISuppt Trav Conf		37.27
04/19/2024	027966	To cover BOCES services	A450-2330-490-2330 R	SumSchl BOCES Services	-5,700.00	
			A530-2630-492-0630 R	ITS Computer Inst Print	-2,000.00	
			A610-1310-492-0310 R	FIN BusAdmn Print Servs.	-1,793.23	
			A650-1670-492-0670 R	Print & Mail Print Servs.	-9,151.72	
			A530-2630-490-0630 R	ITS Computer Inst BOCES		9,493.23
			A650-1670-490-0670 R	Print & Mail BOCES Servic		9,151.72
04/19/2024	027977	Move funds from unused Consultants to Textbooks to fund K-2 decodable texts for classrooms.	A510-2010-422-0010 R	CURINS Consultants	-2,000.00	
			A510-2110-480-0110 R	CURINS Tch RegSch Txtbook		2,000.00
04/19/2024	028023	To cover funding for Mendon High School Boys Golf Team to have practicves and patricipate in contests.	A300-2855-490-0855 R	HS Athletics BOCES Srvc	-2,900.00	
			A300-2855-400-0855 R	HS Athletics Contr Svc		2,900.00
04/19/2024	028024	COVER CLOCKS FOR RETIREES	A830-9060-800-0809 R	BEN Hospital Medical	-2,028.00	
			A630-1480-500-0480 R	INF Supplies & Materials		2,028.00
04/19/2024	028028	Transfer from supplies to pay for digital conference for E.Woods	A410-2250-500-2251 R	SpEd Office Supplies	-500.00	
			A410-2250-465-2251 R	SpEd Office Trav Conf		500.00
04/19/2024	028061	TO PROVIDE FUNDS FOR EMATH INSTRUCTION SUBSCRIPTIONS	A232-2110-468-0158 R	CR Math Memberships	-300.00	
			A232-2110-400-0100 R	CR SchISuppt Contr Svc		300.00
04/30/2024	028169	MCE PTSA DONATION FOR STUDENT FOLDERS	A830-9060-800-0861 R	BEN Dental Insurance	-1,100.00	
			A114-2110-500-0110 R	MC Tch RegSch Supplies		1,100.00
04/23/2024	028266	To provide funds for the Athletic Department's use of rSchool Today.	A300-2855-455-0855 R	HS Athletics Equip Rpr	-390.00	
			A300-2855-400-0855 R	HS Athletics Contr Svc		390.00
04/29/2024	028435	To cover the cost of classroom supplies	A117-2110-500-0100 R	TR SchISuppt Supplies	-4.85	
			A117-2110-500-0153 R	TR Reading Supplies		4.85
04/30/2024	028541	To provide Auvik services	A530-2630-465-0630 R	ITS Computer Inst TravCon	-2,000.00	
			A530-2630-468-0630 R	ITS Computer Inst Members	-292.30	

			A530-2630-400-0630 R	ITS Computer Inst ContrSv	2,292.30
04/30/2024	028559	To cover security guard services			
			A300-2110-434-0190 R	HS Strategic Planning	-9,000.00
			A340-2110-461-0100 R	SHS SchISuppt Commencmnt	-19,000.00
			A341-2110-461-0100 R	MHS SchISuppt Commencmnt	-13,000.00
			A830-9020-800-0801 R	BEN Teachers Retirement	-7,000.00
			A340-2110-400-0625 R	SHS-Security Contr Svc	20,000.00
			A341-2110-400-0625 R	MHS-Security Contr Svc	28,000.00
04/30/2024	028578	TO PROVIDE FUNDS FOR FIELD TRIPS			
			A232-2110-500-0100 R	CR SchISuppt Supplies	-111.00
			A232-2110-403-0110 R	CR Tch RegSch Field Trip	111.00
04/30/2024	028605	To provide funds for negative budget codes			
			A100-2110-154-0100 R	ES SchISuppt Summer Wrk	-411.21
			A114-2110-112-0110 R	MC Tch RegSch Kdg Sal	-26,893.80
			A117-2020-150-0020 R	TR Supr RegSch Admn Sal	-1,607.00
			A200-2855-137-0855 R	MS Athletics Coach Salary	-847.21
			A231-2020-141-0020 R	BR Supr RegSch Admn Sub	-3,000.00
			A231-2110-131-0134 R	BR World Lang Tchr Sal	-3,752.92
			A232-2020-141-0020 R	CR Supr RegSch Admn Sub	-3,135.04
			A340-2110-131-0182 R	SHS SocStudies Tchr Sal	-11,726.78
			A341-2020-141-0020 R	MH Supr RegSch Admn Sub	-3,250.00
			A410-2250-161-2251 R	SpEd Office Clerk Salary	-382.15
			A440-2259-131-0837 R	SPSV ELL Sec Tchr Sal	-4,180.00
			A530-2630-180-0630 R	ITS Computer Inst Sup/Tec	-359.79
			A610-1310-161-0310 R	FIN BusAdmn Clerk Salary	-5,559.96
			A620-1430-153-0430 R	PER Summer Work - Tchrs	-6,249.32
			A630-1480-180-0480 R	INF Supervisory/Technical	-3,630.00
			A650-1670-161-0670 R	Print & Mail Clerk Salary	-723.95
			A670-5530-166-0530 R	TRN Mechanic Salaries	-895.59
			A830-9030-800-0802 R	BEN Social Security	-14,411.60
			A100-2110-466-0100 R	ES SchISuppt Mileage	411.21
			A113-2110-145-0100 R	JR SchISuppt Proctors	178.30
			A113-2110-173-0100 R	JR SchISuppt OT/Extra Hr	36.18
			A114-2020-150-0020 R	MC Supr RegSch Admn Sal	1,607.00
			A114-2110-141-0100 R	MC SchISuppt Sub Tchr Sal	7,965.30
			A114-2110-145-0100 R	MC SchISuppt Proctors	217.64
			A115-2110-169-0100 R	PR SchISuppt Para Subs	2,614.70
			A117-2110-141-0100 R	TR SchISuppt Sub Tchr Sal	7,915.76
			A117-2110-162-0100 R	TR SchISuppt Para Salary	1,883.35
			A117-2110-168-0100 R	TR SchISuppt Clerk Subs	297.42
			A117-2110-169-0100 R	TR SchISuppt Para Subs	5,785.15
			A200-2110-146-0100 R	MS SchISuppt InSv Paymts	56.00
			A200-2855-139-0855 R	MS Athletics-Other Employ	847.21
			A231-2020-150-0020 R	BR Supr RegSch Admn Sal	3,000.00

A231-2110-168-0100 R	BR SchISuppt Clerk Subs	566.49
A231-2110-169-0100 R	BR SchISuppt Para Subs	114.75
A231-2110-173-0100 R	BR SchISuppt OT/Extra Hr	273.14
A232-2020-150-0020 R	CR Supr RegSch Admn Sal	3,135.04
A232-2110-145-0100 R	CR SchISuppt Proctors	1,862.94
A232-2110-162-0100 R	CR SchISuppt Para Salary	879.60
A300-2110-146-0100 R	HS SchISuppt InSv Paymts	205.50
A300-2110-466-0100 R	HS SchISuppt Mileage	945.59
A340-2110-169-0100 R	SHS SchISuppt Para Subs	2,535.10
A340-2110-173-0100 R	SHS SchISuppt OT/Extra Hr	558.68
A341-2020-150-0020 R	MHS Supr RegSch Admn Sal	3,250.00
A341-2110-168-0100 R	MHS SchISuppt Clerk Subs	1,615.96
A341-2110-169-0100 R	MHS SchISuppt Para Subs	5,865.95
A410-2250-173-2251 R	SpEd Overtime/Extra Hr	382.15
A440-2259-121-0837 R	SPSV ELL Tchr Sal	4,180.00
A530-2630-173-0630 R	ITS Computer Inst OT/Extr	359.79
A550-2060-161-0060 R	DAT Clerical/Secretarial	723.95
A610-1310-180-0310 R	FIN BusAdmn Sup/Tech Sal	5,559.96
A620-1430-150-0430 R	PER Administrative Salry	5,750.00
A620-1430-168-0430 R	PER Clerical/Secretary Su	499.32
A630-1480-182-0480 R	INF Auxl Staff Salaries	3,630.00
A670-5510-591-0510 R	TRN Gasoline & Diesel	14,411.60
A670-5530-173-0530 R	TRN Overtime/Extra Hr	895.59
A340-2110-500-0100 R	SHS SchISuppt Supplies	-26.84
A340-2020-466-0020 R	SHS Supr RegSch Mileage	19.27
A340-2110-466-0100 R	SHS SchISuppt Mileage	7.57
Total for Fund A - GENERAL FUND		-1,082,341.20 1,082,341.20

04/30/2024 029932 To cover the negative balance for April

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





Date of Treasurer's Report for BOE review

Date Completed

5/21/24

Person Completing



Pittsford Schools

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

Fax: 585.381.9368

Michael_Vespi@pittsford.monroe.edu

Michael Vespi
Assistant Superintendent for Business

Date: June 11, 2024
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business
Re: Auction of Buses



The Director of Transportation and head mechanic have identified the following buses as trade-ins. However, it is felt the District would realize a better return by sending them to an auction. Buses will be traded in or sent to an auction after the district receives new buses and/or based on the needs of the department.

494 - 2015 Bluebird 65 passenger 69,623 miles
495 - 2015 Bluebird 65 passenger 82,468 miles
496 - 2015 Bluebird 65 passenger 56,345 miles
501 - 2015 Bluebird 65 passenger 120,868 miles
502 - 2016 Bluebird 65 passenger 79,896 miles
504 - 2016 Bluebird 65 passenger 60,231 miles
505 - 2016 Bluebird 65 passenger 64,666 miles
506 - 2016 Bluebird 65 passenger 58,241 miles
507 - 2016 Bluebird 65 passenger 53,621 miles
508 - 2016 Bluebird 65 passenger 64,031 miles
509 - 2016 Bluebird 65 passenger 72,197 miles
510 - 2016 Bluebird 65 passenger 67,694 miles
511 - 2016 Bluebird 65 passenger 74,779 miles

Board Policy 5250 states "The Superintendent or designee may dispose of property in such a manner that brings the most financial benefit to the District."

Therefore, in accordance with Policy 5250 and applicable laws, I recommend the following:

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby declare the above vehicles surplus and does hereby authorize the auction or trade-in and receipt of proceeds from the sale of the vehicles.

MV:nm
cc: C. Grove

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Michael Vespi
Assistant Superintendent for Business

Date: June 11, 2024
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business *M Vespi*
Re: Transpo Bus Services LLC – Extended School Year 2024

The District is required to provide transportation to various locations for the Special Education Extended School Year programs. The district continues to have driver shortages and does not have the personnel to accommodate this transport.

On August 9, 2022, a 3-year contract with Transpo Bus Service LLC was approved by the Board. The contract covers 2024 transportation services.

The estimated expense for ESY busing is \$40,000 but the actual amount will depend on the CPI set by New York State in late June 2024.

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Michael Vespi
Assistant Superintendent for Business

Date: June 11, 2024
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business
Re: Technology Budget Amendment

M Vespi

After a discussion with Matt Kwiatkowski, the district would benefit from ordering replacement network switches in June as part of a five-year replacement plan. Since the installation schedule for the replacement of network switches can potentially interrupt network operations, it would be best to order the switches now and then have the flexibility to perform the installation throughout the summer and during various school breaks throughout the year. It is anticipated that the majority of the expense for the switch replacement will qualify for e-rate funding. This will result in the district receiving federal revenue back for this purchase. As part of the process for e-rate reimbursement, the district must front the funds as a BOCES project. It is estimated that this portion of the project will cost \$540,000.

Additionally, Matt has indicated that it would be beneficial to replace an existing high-performance copier used as part of the district's print center. The current equipment was scheduled to be replaced in the 2025-26 budget; however, it is currently failing and in need of repairs that will exceed its current value. The estimated cost of a replacement copier is \$130,000.

Finally, a request for additional software to protect personally identifiable information and enhance the district's cybersecurity measures has been made at an estimated cost of \$90,000.

The total request for this work is estimated to be \$760,000. I would like to recommend that a budget amendment be approved allocating some existing fund balance to cover these expenses. As a result, less money will be deposited into the capital reserve funds for technology and Matt will be able to expedite the purchases for these items in June.

Budget Amendment Appropriations

Based on the recommendation of the Assistant Superintendent for Business, the Board of Education amends the 2023-24 budget in the amount of Seven Hundred Sixty Thousand dollars (\$760,000) to fund additional unanticipated ordinary contingent expenditures; appropriations code 660-2630-490-0630 SST Computer Inst BOCES Services relating to

network switches, copy center replacement equipment and additional software to protect personally identifiable information and to implement additional cybersecurity measures in order to maintain a safe environment for students and staff. The funding will come from unassigned fund balance.

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Michael_Vespi@pittsford.monroe.edu

Michael Vespi
Assistant Superintendent for Business

Date: June 11, 2024
To: Mike Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business 
Re: Curriculum & Instruction/BOCES Budget Amendment

As part of a BOCES agreement for professional development, the District is permitted to submit certain expenses for reimbursement. In the past, budget transfers have been used to provide upfront funding for these expenses. In reviewing the process, the total amount of the necessary budget transfers will exceed the limit of \$75,000. A budget transfer of \$65,000 was made on April 12, 2024 and an additional \$40,000 is being requested. Based on the limit, I think it will be more efficient to request a budget amendment for the remainder of the 2023-24 budget using fund balances to cover the upfront expenses. Once these funds have been submitted, BOCES will reimburse the district therefore this amendment will not have a material impact on the budget.

Budget Amendment Appropriations

Based on the recommendation of the Assistant Superintendent for Business, the Board of Education amends the 2023-24 budget in the amount of Forty Thousand dollars (\$40,000) to fund additional unanticipated ordinary contingent expenditures; appropriations code 510-2010-490-0010 CURINS BOCES Services related to professional development expenses for staff members. The funding will come from unassigned fund balance.

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Michael Vespi
Assistant Superintendent for Business

Fax: 585.381.9368
Michael_Vespi@pittsford.monroe.edu

Date: June 11, 2024

To: Michael Pero, Superintendent of Schools

From: Michael Vespi, Assistant Superintendent for Business

M Vespi

Re: Fund Balance Management and Reserve Recommendations

As the school and fiscal year draws to a close, financial health and utilizing that health strategically to maximize future benefit is a focus. As you are aware, the NYS Law limits the amount of Unappropriated Fund Balance (accumulation of prior year's surpluses) to no more than 4% of the ensuing year's budget. In PCSD's case, that is approximately \$6.4 million. The Governmental Accounting Standards Board (GASB) recommends an available fund balance sufficient to pay the normal expenditures of the organization for a period of at least three months without normal revenue support. Given the current fiscal climate in New York State, the lack of additional state funding in foundation aid and the final spend down of Federal COVID funds, maintaining a healthy fund balance is important in sustaining financial health. While \$6.4 million appears to be a lot of money, it would not last longer than one month when considering two normal payroll cycles.

Based on these considerations, it is important for the district to utilize alternate and additional fund balance management strategies that are recommended as best practices and legal under general finance and municipal law. This includes adding additional funds to designated reserve funds. Reserve funds are savings accounts for specific purposes that various laws permit. Schools may place unused surplus into these reserves (savings accounts) to assist in paying certain expenditures without raising additional taxes. A great example was our most recent vote, where the voters approved the withdrawal of funds to buy buses *without* increasing the budget or raising taxes. Due to strong results in revenues and conservative spending, the district is projected to have a 10.3% surplus as of June 30, 2024. By maximizing the fund balance percentage and adding additional funds to designated reserve funds, the district will maintain its financial health despite the future revenue outlook.

Below I have recommended utilizing, in accordance with applicable laws, the 2023-24 Year-End Surplus to fund the following reserves.

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

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

Capital Reserve for Transportation Vehicles – This reserve was established by the voters on May 16, 2023, for the purpose of purchasing buses and transportation vehicles without the need to issue debt or pose an additional tax levy. This reserve was authorized to accumulate a maximum of \$50 million over a period of ten years. The current reserve balance is \$5,002,524. The voter approved Bus Purchase Resolution from May 21, 2024, states that the state aid received in the amount of (\$1,011,318) for the purchase of buses will be returned to the Reserve. The 2023-24 State Budget included language for schools to convert to electric buses by the year 2027. Since electric buses currently cost two and a half times more than a gas-powered bus, it is recommended that an additional amount up to \$3,000,000 of year-end surplus be transferred to the Transportation Vehicle Reserve.

Capital Reserve for Facilities – On May 18, 2021, the voters approved the establishment of a reserve to be used for the purpose of renovation, improvement and maintenance of facilities and infrastructure as permitted by NYSED Law Sec. 3651. The proposition approved specified maximum accumulated funding of \$42 million plus interest earnings for a term not to exceed May 2031. The reserve currently has a balance of \$5,326,500. The latest NYS Building Condition Survey estimated more than \$296 million in facility maintenance needs over the next ten years. It is recommended that up to \$4,000,000 of year-fund surplus be transferred to the Capital Reserve.

Capital Instructional Technology Reserve – On May 21, 2024, the voters re-established the reserve for Capital Instructional Technology Reserve; the ultimate amount not to exceed \$15,000,000, plus interest, for a term of 10 years. The current reserve balance carried over from the 2014 Capital Instructional Technology Reserve is \$2,335,169. It is recommended that we fund this reserve with a contribution of up to \$1,500,000.

Capital Swimming Facilities Reserve – On May 16, 2023 the voters approved the establishment of a Capital Swimming Facilities Reserve; the ultimate amount not to exceed \$40,000,000, plus interest, for a term of 10 years. The reserve currently has a balance of \$1,500,000. It is recommended that we fund this reserve with a contribution of up to \$1,800,000.

Retirement Contribution Reserve – On October 14, 2008, the Board of Education, upon the recommendation of the District's Audit Oversight Committee (AOC) and External Auditor, Raymond Wager, established this reserve to afford the District budget stability for Employee Retirement System costs. The current reserve balance

is \$2,339,508 with \$300,000 allocated to offset costs in this year's budget. It is recommended that we fund this reserve with up to \$500,000 of year-end surplus.

Liability Reserve - On June 26, 2006, pursuant to Ed Law 1709 (8) c, the Board of Education established an Insurance Reserve to fund property loss, liability claims, litigation and legal judgements. This fund cannot exceed 3% of the budget. The current balance of this reserve is \$1,217,055. It is recommended that we fund this reserve with up to \$300,000.

Teachers' Retirement System Reserve – The NYS budget enacted for the 2019-20 fiscal year allows Districts to establish a sub fund for NYS Teachers' Retirement Contributions within the Retirement Contribution Reserve. On June 10, 2019, the Board of Education approved a resolution establishing this new reserve for the Pittsford Central School District effective immediately. By law, a district can contribute up to 2% of the prior year TRS salaries to this reserve with a maximum of 10%. The current reserve balance is \$4,515,083. It is recommended that we fund this reserve up to the 10% limit of total TRS salaries of up to \$300,000.

Employee Benefit Accrued Liability Reserve (EBALR) – On October 14, 2008, the Board of Education established the Employee Benefit Accrued Liability Reserve to pay for unused sick days and longevity awards at the time of retirement. The current reserve balance is \$3,240,692 with \$500,000 in the 2023-24 budget to cover this year's retiree costs and another \$500,000 in the 2024-25 budget to cover retiree costs. This reserve is used in the budget annually and recently has not been replenished to the extent that it is used. It is recommended that we fund this reserve up to \$1,000,000 of year-end surplus.

Workers Compensation Reserve – On June 23, 2014 the Board of Education approved the establishment of a Workers Compensation Reserve. The current reserve balance is \$654,505 with \$50,000 in the 2023-24 budget and \$50,000 in the 2024-25 budget to help offset these costs. It is recommended that we fund this reserve with a contribution of up to \$50,000 of year-end surplus.

As we utilize the reserves, it is important to replenish them when we can to maintain their usefulness into the future and provide financial stability. We are required by law to present prior to year-end "up to amounts" for the reserves for Board of Education approval. When the year is done, the books are closed and the audit is complete, we will present specific finite amounts. In accordance with the law, the resolutions below provide some flexibility in later decisions by using "up to" amounts for each reserve.

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby approve the maximum estimated allocation of 2023-2024 fiscal year undesignated unreserved fund balance to the following reserve funds and transfer as permitted by the applicable General Municipal and New York State Education Laws as set forth below:

Reserve	Deposit no more than:
Capital Reserve for Transportation Vehicles	\$ 3,000,000
Capital Reserve for Facilities	\$ 4,000,000
Capital Reserve Instructional Technology	\$ 1,500,000
Capital Reserve for Swimming Facilities	\$ 1,800,000
Liability Reserve	\$ 300,000
Retirement Contribution Reserve	\$ 500,000
Retirement Contribution Reserve TRS Sub-fund	\$ 300,000
Employee Benefit Accrued Liability Reserve	\$ 1,000,000
Workers Compensation Reserve	\$ 50,000

MV:nn
cc: R. Smith

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, Purchasing Agent)
BOE Date: June 11, 2024
Topic: BOCES 2 Cooperative Athletic Supplies RFB-2067-24
Date Advertised: March 21, 2024
Bid Opening Date: April 18, 2024
Bid Opening Time: 2:00pm
Fund: 2024-2025 Athletic and PE Supply Budgets

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

ITEM BID	RECOMMENDED VENDOR	ESTIMATED AMOUNT
Athletic Supplies		
	BSN Sports, LLC	2,572.24
	Jim Dalberth Sporting Goods	15,567.45
	Laux Sporting Goods	4,244.24
	Scholastic Sports Sales	1,818.80
	School Health	103.32
	Pyramid School Products	460.57
	TOTAL:	\$ 24,766.62

Comments: BOCES 2 Cooperative Athletic Supplies Bid contract is 07/01/24 - 06/30/25. Pittsford and eleven (11) districts participated. The bid was reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Leslie Pawluckie, Purchasing Agent. Bid represents 48 awarded items. The bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. Awarded bidders offer discounts on various manufacturer product lines ordered throughout the year. Items ordered are identified on an ongoing basis by the Athletic Director and Physical Education Staff.



Michael Vespi, Assistant Superintendent for Business

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: June 11, 2024
TOPIC: BOCES 2 Cooperative Natural Gas Supply RFB-2091-24
Date Advertised: March 21, 2024, *Democrat & Chronicle*
Date of Bid Opening: April 18, 2024
Time of Bid Opening: 2:00pm
Source of Funds: 2024-2025 Budget: 640-1620-420-0622 & 670-5530-420-0530

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
NATURAL GAS		<u>\$845,000.00</u> (Budgeted)
SC-3 Accounts	UGI Energy Services, Inc.: Basis Rate = $-\$0.3620$ per per decatherm	
SC-5 Accounts	UGI Energy Services, Inc.: Basis Rate = $\$0.3280$ per decatherm	

At this time the NYMEX WACOG (New York Mercantile Exchange Weighted Average Cost of Gas) is not locked in. Mr. Baker, KB Marketing Associates, will monitor the gas market conditions to advise the NYMEX gas prices and various purchasing options available to keep the total price of gas to the Districts minimized. Final gas price will include NYMEX (New York Mercantile Exchange) commodity price, as well as any swing volume variation charges.

Comments: The Boces 2 Cooperative Bid period is 07/01/24 - 06/30/25.

Information: William A. Baker, KB Marketing Associates, recommendation letter states, "the bids submitted by UGI would best serve the school districts with SC-3 and SC-5 RG&E gas accounts with the lowest possible cost and meet the Bid Specifications" Letter and Spreadsheet Analysis regarding bids received is attached.

Note: RG&E invoices delivery charges separately. These charges are not tied to the BOCES 2 bid in any manner.



Michael Vespi, Assistant Superintendent for Business

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, Purchasing Agent)
BOE DATE: June 11, 2024
TOPIC: BOCES 2 Cooperative Beverage Supply RFB-2084-24
Date of Legal Notice: March 21, 2024, *Democrat & Chronicle*
Date of Bid Opening: April 18, 2024
Time of Bid Opening: 2:00pm
FUNDS: C94 2860 410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR	ESTIMATED AMOUNT
24-25 Beverage	Coca-Cola Beverages Northeast, Inc.	\$ 540.35
(Juice, Gatorade, and Water)	Crickler Vending Company, Inc	\$ 61,027.10
TOTAL:		<u>\$ 61,567.45</u> (cost estimated)

Comments: The BOCES 2 Cooperative Beverage Supply Bid contract runs July 1, 2024 through June 30, 2025. Pittsford and 18 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Elena Montgomery, Director of Food Service. Bid represents 17 items. The bid is recommended for award on an aggregate basis to the vendors submitting the lowest responsive and responsible bid meeting all required specifications.



Michael Vespi, Assistant Superintendent for Business

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, Purchasing Agent)
BOE Date: June 11, 2024
Bid Title: BOCES 2 Cooperative Bread Supply RFB-2082-24
Date of Legal Notice: March 21, 2024, *Democrat & Chronicle*
Date of Bid Opening: April 18, 2024
Time of Bid Opening: 2:00pm
Source of Funds: C94 2860 410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
24-25	Midstate Bakery Distributions, Inc.	\$ 13,618.00
TOTAL:		<u>\$ 13,618.00</u> (cost estimated)

Comments: The BOCES 2 Cooperative Bread supply bid contract runs July 1, 2024 through June 30, 2025. Pittsford and 19 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Elena Montgomery, Director of Food Service. Bid represents 3 items. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

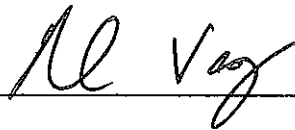
RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: May 14, 2024
Bid Title: BOCES 2 Cooperative Milk & Juice Supply RFB-2092-24
Date of Legal Notice: March 21, 2024, Democrat & Chronicle
Date of Bid Opening: April 18, 2024
Time of Bid Opening: 2:00pm
Source of Funds: C94 2860 413 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR		AMOUNT
24-25 Milk and Juice	Upstate Niagara Cooperative, Inc. (cost estimated)	\$	92,136.95
TOTAL:		\$	<u>92,136.95</u>

Comments: The BOCES 2 Cooperative Milk & Juice Supply Bid contract runs July 1, 2024 through June 30, 2025. Pittsford and 19 other districts participated. The bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Elena Montgomery, Director of Food Service. Bid represents 13 items. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



Michael Vespi, Assistant Superintendent for Business

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, Purchasing Agent)
BOE Date: June 11, 2024
Bid Title: BOCES 2 Cooperative Fresh Produce Supply RFB-2081-24
Date of Legal Notice: March 21, 2024, Democrat & Chronicle
Date of Bid Opening: April 18, 2024
Time of Bid Opening: 2:00pm
Source of Funds: C94 2860 410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
24-25 Fresh Produce	American Fruit and Vegetable Co. Inc.	\$19,921.15
TOTAL:		<u>\$ 19,921.15</u> (cost estimated)

Comments: The BOCES 2 Cooperative Fresh Produce Supply Bid contract runs July 1, 2024 through June 30, 2025. Pittsford and 21 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Elena Montgomery, Director of Food Service. Bid represents 23 items. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

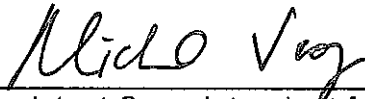
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: June 11, 2024
Bid Title: BOCES 2 Cooperative Ice Cream Supply RFB-2083-24
Date of Legal Notice: March 21, 2024, Democrat & Chronicle
Date of Bid Opening: April 18, 2024
Time of Bid Opening: 2:00pm
Source of Funds: C94 2860 410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
24-25 Ice Cream	Hershey's Ice Cream (cost estimated)	\$36,306.00
TOTAL:		<u>\$36,306.00</u>

Comments: BOCES 2 Cooperative Ice Cream bid contract runs July 1, 2024 through June 30, 2025. Pittsford and 18 other districts participated. The bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Elena Montgomery, Director of Food Services. Bid represents 13 items awarded. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

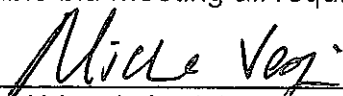
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE DATE: June 11, 2024
TOPIC: BOCES 2 Cooperative Food Supply RFB-2085-24
Date of Legal Ad: March 21, 2024, Democrat & Chronicle
Date of Bid Opening: April 18, 2024
Time of Bid Opening: 2:00pm
SOURCE OF FUNDS: C94 2860 410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR		AMOUNT
24-25 Food Supply	Palmer Food Services	\$	452,729.74
	Slate Foods, Inc	\$	13,200.00
	JTM Provisions Co., Inc.	\$	35,850.37
	Burly Brothers Country Butchery	\$	29,068.80
TOTAL:			\$ 530,848.91

Comments: The BOCES 2 Cooperative Food Supply Bid contract runs July 1, 2024 - June 30, 2025. Pittsford and 20 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Elena Montgomery, Director of Food Service. Bid is recommended for award on an line by line basis to the vendors submitting the lowest responsive and responsible bid meeting all required specifications.



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: 6/2/24

School Requesting Trip: MHS

Date(s) of trip: 4/10/25-4/18/25

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: Curricular Immersion Home stay Program in Costa Rica

Class/Club/Team Name Participating in the Trip:

Pittsford Central Schools World Language Department from Mendon and Sutherland High Schools.

Reason for Trip:

See attached document.

Trip Initiator(Teacher/Advisor/Coach):

Sarah

Bedrin-Staub

First Name

Last Name

Trip Initiator Email: sarah_bedrin-staub@pittsford.monroe.edu

Number of substitute teacher(s) to be needed for the date(s) of the trip? 4

TRIP LOGISTICS

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

Yes No

Identify conflicts: [None identified](#)

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

Name: [El Rancho](#)

Street Address:

City: [Heredia](#)

State: [Costa Rica](#)

Zip:

Date(s) of Departure from School: [April 10th, 2025](#)

Time(s) of Departure from School: [Dependent on flight times. Early morning or evening](#)

Date(s) of Return to School: [April 18th, 2025](#)

Time(s) of Return to School: [Dependent on flight times.](#)

Estimated round trip miles: [4686.94 airplane](#)

Estimated Number of Students participating in trip: [32](#)

Estimated Number of PCSD Chaperones participating in trip: [4](#)

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? Yes - Specify how you will provide funds for eligible students

Offer various fundraising opportunities to offset cost. Potential for funding from KEEP Foundation and PDTA Student Assistance Fund. The tour company Prometour offers fundraising with a cash back application and we have looked

Estimated trip cost per student: \$ 3264

Additional costs per student (spending money, event fees, food, gratuities, etc):\$ 100-200

Estimated Trip Insurance fee per student (if applicable): \$ 125

TRIP FUNDING - Payments

Student payments will be made to: Tour company/vendor Prometour

Please describe any fundraising (if involved):

Prometour offers fundraising through a cash back application, possible fundraisers with Delta Sonic car washes/other goods

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

Name of Tour Company used to manage trip: Prometour

Date of Parent Informational Meeting: 6/25/24

Date of Chaperone Meeting: 6/17/24

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

Curfews will be dependent on activities and students will follow all established curfew times. Students agree to this in the code of conduct document. Room checks will take place in any hotel accommodations by chaperones and additional overnight security if needed. During the home stay, students are expected to follow all established rules of the family while still following the code of conduct for Pittsford Schools.

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 Adviser Initials: SBS

Trip Adviser 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 Adviser Initials: SBS

Curricular / Instructional

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

See attached document.

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

Interpersonal communication and Costa Rican culture is already embedded in our curriculum so students will use those skills in real world applications.

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

Students will participate in traditional dance class, cooking class, Costa Rican School visit, participate in a reforestation program, visit Indigenous Peoples Museum, coffee plantations, volcanoes and nature reserves with waterfalls. This visits will be conducted in Spanish.

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

Student participants will present their experiences to their classes upon return. Students will aide the teacher by presenting and teaching level 2 students about Costa Rica, providing a first-hand perspective.

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

Students will be expected to communicate their absence and complete any work that will be missed due to travel.

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

Students not participating will continue with the current course curriculum in the classroom and will participate in post-trip conversations with participating students in the target language.

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

Approvals:

Building Principal Initials:

Date:

Director Initials:

Date:

Superintendent Initials:

Date:

Board Approval Date:

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT**Overview**

The District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against any employee where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for: helping to create an environment of mutual respect for each other, as well as students, parents, and other visitors following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This policy was developed in consultation with the authorized employee representative(s) and is designed to meet the requirements of New York State Labor Law.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical injury/harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.
- e) "Serious violation" means a serious violation of the public employer workplace violence prevention program is the failure to:
 1. Develop and implement a program;

(Continued)

Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

2. Address situations which could result in Workplace Violence.
 - f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
 - g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed by:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents/Guardians;
- e) Visitors, Contractors, and/or Vendors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's Workplace Violence Prevention Program (WVPP).

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) All authorized employee representatives;
- c) The Chief Emergency Officer or Safety Council Chair.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Other appropriate certificated staff; and
- e) Other District staff.

Workplace Violence Prevention Coordinator

The District has designated the following District employee to serve as its Workplace Violence Prevention Coordinator:

Shawn Clark, Assistant Superintendent for Human Resources

(585) 267-1006

shawn_clark@pittsford.monroe.edu

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports and will lead or supervise a timely and thorough investigation of those reports.

Authorized Employee Representatives

Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Other responsibilities of the authorized employee representatives include, but are not limited to:

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical environment.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any.
- e) Reviewing the effectiveness of the mitigating actions taken.
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District establishes and implements a reporting system for incidents of workplace violence. If there is a developing pattern of workplace violence incidents which may involve criminal conduct or a serious injury, the District will attempt to develop a protocol with the District Attorney or police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who wish to file a criminal complaint after a workplace violence incident.

All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

Written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor or the Workplace Violence Prevention Coordinator would not result in corrective action.

After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice. The District will immediately respond to all reported incidents of violence or threatening behavior upon notification.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of LaborAt the Request of an Employee or Authorized Employee Representative

If the District has been given notice and opportunity to resolve the activity, policy, or practice and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current Public Employee Safety and Health (PESH) administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)**

The District will engage in a process of workplace evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee and participate in the development of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 1. Making high-risk areas more visible to more people;
 2. Installing good external lighting;
 3. Using drop safes or other methods to minimize cash on hand;
 4. Posting signs stating that limited cash is on hand;
 5. Providing training in conflict resolution and nonviolent self-defense responses; and
 6. Establishing and implementing reporting systems for incidents of aggressive behavior;
 7. Building and facilities security;
 8. Appropriate levels of staffing and;
 9. Fingerprinting and background checks.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
- d) The methods and means by which the District will address each specific hazard identified in the workplace evaluation.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

- e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
- f) A written outline or lesson plan for employee program training.
- g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program.

Notification

This policy will be posted where notices to employees are typically posted. The District will make its WVPP available to employees, authorizes employee representatives, and the Commissioner of Labor upon request and in the work area.

Whenever significant changes are made to the WVPP, the District will provide relevant information to affected employees.

Labor Law Section 27-b
12 NYCRR Section 800.6

NOTE: Refer also to Policies #3410/7310 -- Code of Conduct
#3411 -- Prohibition of Weapons on School Grounds
#3412 -- Threats of Violence in School
#6121/7551 -- Non-Discrimination and Anti-Harassment in the

District

#7550/8220 -- Title IX and Sex Discrimination
#5681 -- School Safety Plans
#5690 -- Exposure Control Program
#6121 -- Sexual Harassment in the Workplace
#3230/7550/7621 -- Employee Grievances
#3411/#7360 -- Weapons in School and the Gun-Free Schools Act

Adoption Date: 5/14/24 (first reading)

Instruction

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING

In compliance with the Children's Internet Protection Act (CIPA) and regulations of the Federal Communications Commission (FCC), the District will ensure the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. These technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, pornographic, or, with respect to the use of computers by minors, considered harmful to students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building or program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the District, including the selection of appropriate instructional materials and activities to enhance the schools' programs and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing any inappropriate sites. Proper safety procedures, as deemed appropriate by the applicable administrator or program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet may include, but will not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using email, chat rooms, instant messaging, and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of email, chat rooms, as well as social networking websites, may be blocked as deemed necessary to ensure the safety of students;
- b) Monitoring logs of access in order to keep track of the websites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy (AUP), unauthorized access, and other unlawful activities by minors are prohibited by the District and student violations of these policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use, and dissemination of personal identification information regarding students.

(Continued)

Instruction

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING (Cont'd.)

The determination of what is "inappropriate" for minors will be determined by the District and/or designated school official(s), the definition of which may vary depending on the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws or regulations.

Under certain specified circumstances, individual sites may be unblocked or filtered technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the District.

The District will provide certification, in accordance with the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking or filtering of access to certain material on the Internet) for all District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the District may provide to students in grades K through 12 instruction designed to promote the proper and safe use of the Internet. The Commissioner will provide technical assistance in the development of curricula for this course of study which will be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information, and support to aid in the safe usage of the Internet.

Additionally, students will be educated on appropriate interactions with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations, and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access this content or material from their home, other locations off school premises, and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

(Continued)

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING (Cont'd.)**Notification/Authorization**

The District's AUP will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

The District has provided reasonable public notice and has held at least one public hearing or meeting to address this policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary if and when amendments are made to this policy.

This policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

This policy is required to be retained by the school for at least five years after the funding year in which the policy was relied upon to obtain E-rate funding.

20 USC Section 7131
47 USC Sections 254(h) and 254(l)
47 CFR Part 54
Education Law Section 814

NOTE: Refer also to Policies #7315 -- Student Acceptable Use Policy (AUP)
#7316 -- Student Use of Personal Technology
District *Code of Conduct*

Pittsford Central School District Adopted: 7/15/03
Revised: 5/10/04, 5/23/05, 9/10/12;

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name Meaghan & Brendan Lambie Phone 585-330-2630

Address 22 Lake Lacoma Dr. Pittsford, NY 14534

School: PARK Rd

- 1. Describe the gift. What is it? List its condition, age, size, and other details as applicable. If not cash or new item, please estimate the fair market value.

NEW Park Rd Kindergarten Playground
\$ 30,000

- 2. Describe any conditions or restrictions for its use.

N/A

- 3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

N/A

4. Which of the following conditions does the gift fulfill?

Is it in support of and a benefit to all district schools or to a particular district school?

Is it for a purpose for which the district could legally expend its own funds?

Is it for the purpose of awarding scholarships to students graduating from the district?

Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

In the case of Technology/Computer equipment, the gift needs to be approved by our Director of Technology, Matthew Kwiatkowski. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Patrick Irving.

Administrator's Approval: _____ Date _____
(When appropriate)

Principal's Approval: Andray Ali Date 6/6/24

Superintendent's Approval: m h Date 6/6/24

Board Action: Date: _____

* Cheryl M. has the Check

6/4/24

5230F

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name ACE PTSA Phone 5857273648

Address 3188 East Avenue

School: Allen Creek Elementary

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

Check in the amount of \$3,016.36

2. Describe any conditions or restrictions for its use.

Purchase of a Gaga Pit for use by all ACE students

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

4. Which of the following conditions does the gift fulfill?

Is it in support of and a benefit to all district schools or to a particular district school?

Is it for a purpose for which the district could legally expend its own funds?

Is it for the purpose of awarding scholarships to students graduating from the district?

Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

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

Director's Approval: _____ Date _____
(When appropriate)

Principal's Approval: *Muharrem* _____ Date 5/28/24

Superintendent's Approval: *Mh* _____ Date 5/29/24

Board Action: Date: _____

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name Pittsford Wrestling Booster Club Phone 585-503-5879

Address _____

School: SHS/Wrestling

1. Describe the gift. What is it? List its condition, age, size, and other details as applicable. If not cash or new item, please estimate the fair market value.

\$2,000 donation towards the purchase of
a washer & dryer for use by the district
wrestling team.

2. Describe any conditions or restrictions for its use.

None.

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

4. Which of the following conditions does the gift fulfill?

Is it in support of and a benefit to all district schools or to a particular district school?

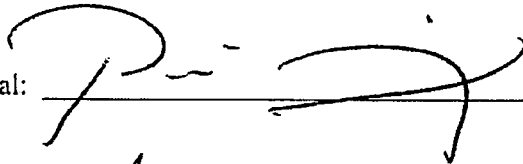
Is it for a purpose for which the district could legally expend its own funds?

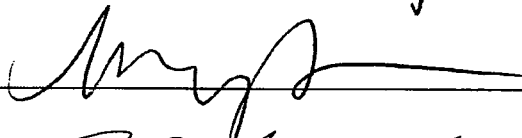
Is it for the purpose of awarding scholarships to students graduating from the district?

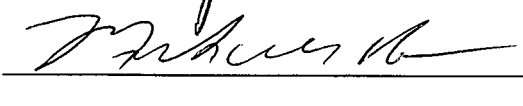
Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

In the case of Technology/Computer equipment, the gift needs to be approved by our Coordinator of Technology, Matthew Kwiatkowski. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Barker.

Administrator's Approval:  Date 6/7/24
(When appropriate)

Principal's Approval:  Date 6/10/24

Superintendent's Approval:  Date 6/10/24

Board Action: Date: _____