

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 13, 2024
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING ON WEBSITE)

AGENDA
5:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA **(BOARD ACTION)**
- IV. NEW ATHLETIC HANDBOOK PRESENTATION – Patrick Irving, Athletic Director
- V. ANNUAL PUBLIC HEARING – CODE OF CONDUCT
- VI. ANNUAL PUBLIC HEARING – EMERGENCY PREPAREDNESS GUIDE (EPG)
- VII. APPROVAL OF MINUTES:

July 9, 2024 – Reorganizational Meeting	(BOARD ACTION)
July 9, 2024 – Regular Meeting	(BOARD ACTION)
July 25, 2024 – Special Meeting	(BOARD ACTION)
- VIII. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership – next meeting – 9/4/24 – **5:45 p.m.**
 - 2. Executive Committee – next meeting – 10/9/24
 - 3. Information Exchange Committee – next meeting – 9/11/24
 - 4. District Operations Committee (formerly Labor Relations)- next meeting – 9/18/24
 - 5. Legislative Committee – next meeting – 9/4/2 - **noon**
 - 6. Steering Committee – next meeting – 11/6/24
 - B. Other Meeting Reports
 - C. Dates to Remember
 - 1. 9/3/24 – All Staff Orientation – 7:45 a.m. – Mendon High School
 - 2. 9/5/24 – Schools Open
 - 3. 9/10/24 - Next Regularly Scheduled Meeting
- IX. FINANCIAL REPORT – Mr. Vespi
 - A. Action Items:
 - 1. Amended Fund Balance Management & Reserve Resolution **(BOARD ACTION)**
 - 2. Budget Transfer Request – Career Award Accrual as of 6/30/24 **(BOARD ACTION)**
 - 3. Budget Transfer Request-Transfer Local Share Special Education ESY **(BOARD ACTION)**
 - 4. Year End Transfer to Reserve Funds **(BOARD ACTION)**
 - 5. Tax Levy Approval and Tax Collection Process **(BOARD ACTION)**
 - 6. Student Transportation Contract – Monroe #1 BOCES **(BOARD ACTION)**
 - 7. Student Transportation Contracts – Transpo Bus Services LLC **(BOARD ACTION)**
 - 8. Declaration of Scrap Equipment – JRE & Food Services **(BOARD ACTION)**
 - 9. Bid Awards (**See Consent Agenda**)
 - a. Fresh Bagels
 - b. Fresh Pizza
 - c. Musical Instruments
 - d. Disposal of School District Outdated Textbooks/Library Books/Sheet Music
 - B. Discussion:
 - 1. Professional Service Contracts Report
 - C. Other:

- X. HUMAN RESOURCE REPORT – Mr. Clark
- A. Action Items:
1. Professional Staff Report (BOARD ACTION)
 2. Support Staff Report (BOARD ACTION)
 3. Revised Food Service Handbook (BOARD ACTION)
 4. Memorandums of Agreement (**See Consent Agenda**)
- B. Discussion:
- C. Other:
- XI. SPECIAL EDUCATION REPORT – Ms. Woods
- A. Action Items: (**See Consent Agenda**)
1. Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Review, Reevaluation/Annual Reviews, Requested Reviews, Requested Review CPSE to CSE Transition Meetings.
 2. Sub-Committee on Special Education: Amendment, Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews, Reevaluation/Annual Reviews, Transfer Student – Agreement No Meeting.
 3. Committee on Preschool Special Education: Amendment – Agreement No Meetings, Initial Eligibility Determination Meetings, Annual Reviews, Transfer – Amendment No Meeting.
- B. Discussion:
- C. Other:
- XII. SUPERINTENDENT’S REPORT – Mr. Pero
- A. Action Items:
1. Call for Executive Session (BOARD ACTION)
 2. Field Trip Approval to Montreal, Canada (French & Latin students at Sutherland and Mendon High Schools) (BOARD ACTION)
 3. Gift to the District (**See Consent Agenda**)
 - a. A donation of \$3,000 (estimated cost) to Jefferson Road Elementary School to fund the 2024-25 school year field trip to Challenger Mission for 5th graders.
- B. Discussion:
- C. Other:
- XIII. 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. Gift to the District
- XIV. OLD BUSINESS
- XV. NEW BUSINESS
- XVI. PUBLIC COMMENT
- The Pittsford Board of Education values transparency and the public comments made during its meetings. As such, the Pittsford Board of Education provides this agenda item at its regular meetings. Board of Education meetings are not public forums, rather, they are business meetings held in public where dialogue is not normally conducted with audience members.*
- The purpose of this agenda item is for the Board to receive respectful and constructive feedback, opinions and information from District residents. Given the amount of public comment and to be fair to our residents, privilege of the floor will only be permitted to those who reside in the district. Comments are taken under advisement by the Board of Education and the Superintendent of Schools. Respect and civility are required during these meetings, particularly as we have students routinely attending as part of their course work.*
- Comments should be in reference to an interest or topic, not an individual. Each speaker will have the floor for **no more than three minutes and yielding time amongst speakers is not permitted. The Board President reserves the right to limit the total amount of speaking time.** For speakers who do not follow meeting and decorum protocols, the speaker’s privilege to use the floor will no longer be recognized by the Board of Education. Those planning to address the Board during the Public Comment agenda item must fill out an online submission form that can be made out in advance rather than filling out an index card at the meeting. Only those that submit an online form are eligible for public comment. The online submission form will become available five days before the regular Board of Education meeting date. Comments must be submitted no later than noon the day of the Board meeting. The first 10 residents to submit the online submission form will be notified by email and have the opportunity to read their comment at the meeting, or if they choose, it will be read aloud on their behalf. The Board of Education values feedback. Anyone wanting to contact the Board may do so at any time by way of email.*
- XVII. ADJOURNMENT/RECESS (BOARD ACTION)

Next regularly scheduled meeting: **September 10, 2024 – 7:00 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, July 9, 2024

Barker Road Middle School

(Link to Public Viewing on Website)

The REORGANIZATION AND REGULAR MEETINGS of the Pittsford Central School District Board of Education were held at 5:00 p.m. in the McCluski Room, Barker Road Middle School on Tuesday, July 9, 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, H. Clayton, S. Cutaia, M. Vespi, M. Ward, N. Wayman

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

1. Mr. Pero called the Reorganization Meeting to order at 5:00 p.m. and asked everyone to stand for the Pledge of Allegiance.
2. Mr. Pero administered the Oath of Office to District Clerk, Mrs. Deborah Carpenter.
3. Mrs. Carpenter administered the Oath of Office to re-elected Board member Mr. Jeff Casey.
4. Mrs. Carpenter administered the Oath of Office to re-elected Board member Mrs. Sarah Pelusio.
5. Mrs. Carpenter administered the Oath of Office to re-elected Board member Mrs. Rene Sanchez-Kazacos.
6. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Huels and carried **APPROVED:**
regarding the following resolution: BE IT RESOLVED, that the Board of Education approves **AGENDA**
the agenda for the Reorganization Meeting.
Vote: Unanimously carried
7. A motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Huels and carried **APPROVED:**
electing Mrs. Robin Scott to the office of President of the Pittsford Central School **R. SCOTT**
District Board of Education for the 2024/2025 school year. **PRESIDENT**
Vote: Unanimously carried
8. Mrs. Carpenter administered the Oath of Office to President Scott.
9. A motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Berk and carried **APPROVED:**
electing Mr. Jeff Casey to the office of President-Elect of the Pittsford Central School **J. CASEY**
District Board of Education for the 2024/2025 school year. **PRESIDENT-ELECT**
Vote: Unanimously carried
10. Mrs. Carpenter administered the Oath of Office to President-Elect Casey.
11. A motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Huels and carried **APPROVED:**
electing Mrs. Sarah Pelusio to the office of Vice-President of the Pittsford Central School **S. PELUSIO**
District Board of Education for the 2024/2025 school year. **VICE-PRESIDENT**
Vote: Unanimously carried
12. Mrs. Carpenter administered the Oath of Office to Vice-President Pelusio.

2.

13. Mrs. Carpenter administered the Oath of Office to Superintendent Pero.

14. Motion was made by Mrs. Pelusio, seconded by Mrs. Kay regarding the following resolutions:

**APPROVED:
APPOINTMENTS**

Vote: Unanimously carried

BE IT RESOLVED, that the below listed appointments be approved for the 2024/2025 school year, retroactive to July 1, 2024, with ratification for their acts performed in the ordinary course of their duties. School District Clerk, Mrs. Deborah Carpenter will give the District Treasurer, Assistant Treasurer and Internal Claims Auditor their Oath of Office in the course of their duties.

DISTRICT CLERK	Deborah Carpenter	\$24,099
DISTRICT TREASURER	Rachel Smith	\$94,222
ASSISTANT DISTRICT TREASURER	TBD	-----
INTERNAL CLAIMS AUDITOR	Ginny Winter	\$23.65/hr.
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	Cynthia Heagerty	\$26.63/hr.
DEPUTY (SUBSTITUTE) PURCHASING AGENT	TBD	-----
SCHOOL PHYSICIAN	Dr. Robert Tuite	-----
CHIEF CENSUS ENUMERATOR	Shana Cutaia	-----
DISTRICT DIGNITY ACT COORDINATOR	Shana Cutaia	-----
BUILDING DIGNITY ACT COORDINATORS	*See attached list	-----
CENTRAL TREASURER FOR EXTRA-CLASSROOM ACTIVITY FUNDS	Rachel Smith	-----
RECORDS MANAGEMENT OFFICER	Deborah Carpenter	-----
RECORDS ACCESS OFFICER	Deborah Carpenter	-----
DISTRICT ASBESTOS DESIGNEE	Matt Lopresti	\$4,000
TITLE IX OFFICER	Shawn Clark	-----
PURCHASING AGENT	Leslie Pawluckie	-----
DESIGNATED EDUCATION OFFICIAL	Shana Cutaia	-----
HEALTH & SAFETY COMMITTEE	*See attached list	-----
REFERRALS TO CSE AND CPSE	*See attached list	-----
CSE COMMITTEE APPOINTMENTS	*See attached list	-----
CSE SUB COMMITTEE APPOINTMENTS	*See attached list	-----
CPSE COMMITTEE APPOINTMENTS	*See attached list	-----
ELECTION CHIEF INSPECTOR/CHAIRPERSON	To Be Appointed	\$25/hour
DATA COORDINATOR	Jeff Cimmerer	-----
DATA PRIVACY OFFICER (DPO)	Jeff Cimmerer	-----

BE IT RESOLVED that Harris Beach PLLC and Bond, Schoenick & King, PLLC be appointed as the school district's attorneys for the 2024/2025 school year.

BE IT RESOLVED that Mengel, Metzger, Barr & Co. LLP be appointed to conduct the District's regular audit, single audit, and extra-classroom audit for the 2024/2025 school year as per the previous year's engagement agreement and in accordance with Education Law Chapter 263.

BE IT RESOLVED that Freed Maxick be appointed to conduct the District's internal audit for the 2024/2025 school year as per the signed agreement.

BE IT RESOLVED that the District Audit Committee shall consist of three members of the Board of Education for the 2024/2025 school year. Members and committee charter will be approved by the Board following the first Audit Committee meeting.

BE IT RESOLVED that SEI Design Group Architects, P.C. be designated as the District's architect for the 2024/2025 school year.

BE IT RESOLVED that the Board of Education will appoint Impartial Hearing Officers on the Impartial Hearing Officer Rotational List from the New York State Education Department Impartial Hearing Reporting System for the 2024/2025 school year.

BE IT RESOLVED that the Board of Education, pursuant to Section 200.5(j) (3) of the Regulations of the Commissioner of Education, hereby appoints the president or vice president of the Board of Education, each such individual empowered to act alone, to make an appointment of the Impartial Hearing Officer when a special education impartial hearing is requested or initiated under Part 200 of the Regulations of the Commissioner of Education, for the 2024/2025 school year.

15. Motion was made by Mr. Berk, seconded by Mrs. Sanchez-Kazacos and carried regarding the following designations:

**APPROVED:
DESIGNATIONS**

Vote: Unanimously carried

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2024/2025 school year for District funds and/or authorized as institutions that the District may invest funds with:

<u>Depository Name:</u>	<u>Maximum Amount on Deposit</u>
J.P. Morgan/Chase	\$150,000,000
Canandaigua National Bank	\$ 25,000,000
NY MuniTrust Empire Fund	\$ 50,000,000
Key Bank	\$ 25,000,000
NYCLASS	\$ 50,000,000
NYLAF	\$ 50,000,000

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2024/2025 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2025 meetings:

Regular Meetings are held at Barker Road Middle School, 7:00 p.m. unless otherwise noted.

July 9 – Tuesday Reorganization/Regular Meeting (5:00 p.m.)
 August 13 – Tuesday (5:00 p.m.)
 September 10 – Tuesday
 October 15 – Tuesday
 November 12 – Tuesday
 December 10 – Tuesday
 January 14 – Tuesday
 February 4 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
 February 25 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
 March 11 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
 April 8 – Tuesday - Budget Adoption and Regular Meeting
 May 13 – Tuesday – Regular Meeting and Budget Hearing
 May 20 – Tuesday – Annual Mtg. – Budget Vote/BOE Election (7 am – 9 pm)
 June 17 – Tuesday

Summer 2025

July 8 – Tuesday – Reorganization/Regular Meeting (5:00 p.m.)
 July 8/9 (Summer Workshop) Location/Times TBD

4.

August 12 - Tuesday - Regular meeting (5:00 p.m.)

Board Retreats - 4:30-6:00 p.m. unless otherwise noted *Dates are subject to change.

July 22, 2024

October 9, 2024

February 12, 2025

April 9, 2025

May 12, 2025

June 10, 2025

Building Tours: These are done on the same day as monthly Board visits

7:15 a.m. Elementary

7:30 a.m. Secondary (Tour times may vary)

Audit Oversight Committee Meetings - 3:30-4:30 p.m. - Superintendent's Conference Room

October 2, 2024

December 4, 2024

May 28, 2025

BE IT RESOLVED that the Daily Record be designated as the official newspaper for appropriate legal notices, to include bids, and the Rochester Business Journal be designated as the official newspaper for notice of the Annual Meeting only for the 2024/2025 school year.

16. Motion was made by Mrs. Pelusio, seconded by Mrs. Kay and carried regarding the following resolutions:

**APPROVED:
AUTHORIZATIONS**

Vote: Unanimously carried

BE IT RESOLVED that the Assistant Superintendent for Business, and in his absence, the Superintendent, be authorized to certify payrolls for the 2024/2025 school year.

BE IT RESOLVED that the Superintendent designates the Assistant Superintendent of Human Resources to sign professional service contracts for individuals and the Assistant Superintendent for Business to sign professional service contracts for corporations per policies #5410, 5411 and 5412 for the 2024/2025 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2024/2025 school year:

Administration Building	Purchasing Agent	\$100
Allen Creek	Building Secretary	\$50
Mendon Center	Building Secretary	\$50
Thornell Road	Building Secretary	\$50
Barker Road Middle School	Building Secretary	\$100
Calkins Road Middle School	Building Secretary	\$100
Bus Garage	Transportation Secretary	\$100
Athletic Department	Athletic Director (cash drawer)	\$250
School Lunch (change fund)	Food Service Director	\$825
Summer Enrichment Inst. (change fund)	Dir. of Summer Enrichment Institute	\$300

BE IT RESOLVED that only the facsimile signature of the District Treasurer or Assistant District Treasurer are required for disbursing monies for all school district accounts for the 2024/2025 school year.

BE IT RESOLVED that the Superintendent of Schools or Assistant Superintendent for Business be authorized to make and approve budgetary transfers up to \$75,000 between appropriation function accounts for the 2024/2025 school year without prior Board of Education approval.

BE IT RESOLVED that the IRS reimbursement rate will be used for automobile mileage, meals and lodging rates for employees who must travel on District business in accordance with BOE Policy #6161 for the 2024/2025 school year.

BE IT RESOLVED that the Board of Education of the Pittsford Central School District, upon recommendation of the Superintendent of Schools, shall compensate Impartial Hearing Officers who have been certified by the Commissioner of Education of the State of New York to serve as Impartial Hearing Officers in accordance with Education Law Section 4404(1) and 8 N.Y.C.R.R. Section 200.1(x), at the following rates for services and expenses for the 2024/2025 school year:

[1] Certified Impartial Hearing Officers shall be compensated at the rate of one hundred dollars (\$100) per hour for time spent in pre-hearing, hearing, and post-hearing activities of researching and writing a decision. The District does not and will not pay for hearing dates which are adjourned or cancelled, regardless of the reason, when the adjournment or cancellation is on two or more business days' notice.

[2] Certified Impartial Hearing Officers will be reimbursed for reasonable and customary office expenses of photocopying, postage and facsimiles incurred and for travel time to and from the hearing at the rate of forty dollars (\$40) per hour.

[3] Automobile travel shall be reimbursed at the then-current per mile rate which is established from time-to-time for travel by District employees and representatives.

[4] Airline or train travel shall be reimbursed at the actual reasonable costs incurred by the Impartial Hearing Officer.

[5] The District will reimburse Impartial Hearing Officers for the cost of their lodging up to eighty dollars (\$80) per night with receipt submitted or fifty-five dollars (\$55) per night without receipt submitted for hearing dates that fall on consecutive days.

BE IT RESOLVED that the District shall participate in cooperative bids with other school districts, BOCES and/or municipalities when it is to the advantage of the District to do so for the 2024/2025 school year.

BE IT RESOLVED, that the District for the 2024/2025 school year may participate in the 2012 amendment to GML 103, "Piggybacking Exception" to purchase goods and services (apparatus materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, any country, political subdivision or district of any state. The method of this exception of procurement is permitted on contracts issued by other governmental entities through a compliant competitive bidding process.

BE IT RESOLVED, that the District Treasurer and Assistant Treasurer shall be bonded in the amount of \$1,000,000 for the 2024/2025 fiscal year and the Internal Claims Auditor shall be bonded for \$250,000.

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby approve the list of purchasing card holders as set forth in the below schedule and in accordance with Policy #5321 for the 2024/2025 school year.

6.

Title	Card Holder	Per Use Limit	Daily Limit
Purchasing Agent/ BOE Officer	L. Pawluckie	\$ 10,000	\$ 50,000
Purchasing Agent/BOE Officer	L. Pawluckie (Accounts Payable)	500,000	1,000,000
Director of Transportation	C. Grove	5,000	9,000
School District Clerk	D. Carpenter	3,000	5,000
Director of Operations, Maintenance & Security	PCSD Maintenance Department J. Beardsley (card authorized users: J. Ross, S. Smith, B. Buell, D. Fursman, M. Miceli)	1,000	3,000
Grounds Foreman	M. Miceli	1,000	3,000
Director of Technology	M. Kwiatkowski	500	1,000

17. The following committee participation was determined by the Board of Education members for the 2024/2025 school year.

BOARD COMMITTEE APPOINTMENTS

- A. Monroe County School Boards Association Committees
 - 1. Executive
 - Mike Pero, Superintendent
 - Robin Scott, BOE President
 - 2. Leadership
 - Robin Scott, BOE President
 - Jeff Casey, BOE Pres. Elect. (Alt)
 - Sarah Pelusio, BOE VP (Alt)
 - 3. Legislative
 - Emily Kay
 - Kim Huels (Alt)
 - 4. District Operations (formerly Labor Relations)
 - Dave Berk
 - Emily Kay (Alt)
 - 5. Information Exchange
 - Kim Huels
 - Emily Kay (Alt)
 - 6. Steering Committee
 - Sarah Pelusio, Co-chair

- B. District or Board Committees
 - 1. Legislative Liaison
 - Sarah Pelusio
 - 2. Teacher Center Policy Board
 - Emily Kay
 - 3. Town/Village/School District Leadership
 - President, Vice-President, Superintendent
 - 4. Audit Oversight Committee
 - *René Sanchez-Kazacos, Robin Scott, Jeff Casey
 - 5. District Advocacy Committee
 - Superintendent, President, Legislative Liaison
 - 6. Community Engagement/ BOE Insight
 - René Sanchez-Kazacos, Kim Huels, Dave Berk
 - 7. Policy Committee Ad-hoc
 - Kim Huels, Emily Kay, René Sanchez-Kazacos

BOE Self Evaluation - Robin Scott will serve as an ex-officio member of the self-evaluation subcommittee work.

**Denotes subcommittee Chair*

REGULAR MEETING

July 9, 2024

1. Mrs. Scott called the Regular Meeting to order at 5:15 p.m.
2. 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 agenda for this evening's meeting.
Vote: Unanimously carried
**APPROVED:
AGENDA**
3. 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 June 11, 2024, Regular meeting.
Vote: Unanimously carried
**APPROVED:
MINUTES
6/11/24**
4. Board/Other Reports: Mrs. Scott noted the dates to remember.
5. Board members participated in reading the commitment of service documents (Board Governing Mission and Communications Agreement). Both documents were signed by all Board members.
6. 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 does hereby adopt the 2024/2025 Board Governing Mission as presented.
Vote: Unanimously carried
**ADOPTED:
BOARD
GOVERNING
MISSION**
7. Motion was made by Mrs. Pelusio, seconded by Mr. Berk and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby adopt the 2024/2025 Board Communications Agreement as presented.
Vote: Unanimously carried
**ADOPTED:
BOARD
COMMUNICATIONS
AGREEMENT**
8. Motion was made by Mr. Casey, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby approve the Code of Ethics agreement as presented.
Vote: Unanimously carried
**APPROVED:
CODE OF ETHICS
AGREEMENT**
9. Motion was made by Mrs. Kay, seconded by Mrs. Huels and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer's Report for the period ending May 31, 2024.
Vote: Unanimously carried
**ACCEPTED:
TREASURER'S
REPORT**
10. Motion was made by Mrs. Pelusio, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby authorize the approval of the settlement for tax certiorari proceedings for 800 Pittsford Victor Road, Hilton Garden Inn located in the Town of Perinton in an amount no greater than Fifteen Thousand Six Hundred Nine Dollars and Thirty-Nine Cents (\$15,609.39).
Vote: Unanimously carried
**APPROVED:
TAX CERTIORARI
SETTLEMENT**
11. 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 internal auditor's April 13, 2024 Review of Risk Assessment and Internal Audit Plan as presented to and recommended by the Audit Oversight Committee.
Vote: Unanimously carried
**ACCEPTED:
INTERNAL AUDIT
REPORT & CORRECTIVE
ACTION PLAN**

8.

12. Motion was made by Mrs. Huels, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby approve the transportation costs with Monroe #1 BOCES estimated to be Thirty-Two Thousand Nine Hundred Seventy-Six (\$32,976.00) to transport and provide attendant/aide services to Pittsford Central School District students with special needs for the Extended-2024 School Year.
Vote: Unanimously carried

**APPROVED:
BOCES #1
TRANSPORTATION
CONTRACT - ESY 2024**

13. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that NY MuniTrust be authorized as a depository for the 2024-2025 school year District funds and/or authorized as an institution that the District may invest funds with:
Vote: Unanimously carried

**APPROVED:
AUTHORIZED
DEPOSITORY**

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

14. Motion was made by Mr. Berk, seconded by Mrs. Kay 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 vehicle surplus and does hereby authorize the auction or trade-in and receipt of proceeds for the sale.
Vote: Unanimously carried

**APPROVED:
AUCTION - DRIVER'S
EDU. VEHICLE**

15. . 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 of the Pittsford Central School District does hereby declare the above equipment surplus and does hereby authorize the sale and receipt of proceeds from such.
Vote: Unanimously carried

**APPROVED:
SCRAP
EQUIPMENT**

16. Motion was made by Mr. Casey, 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 Professional Staff Report:
Vote: Unanimously carried

**APPROVED:
PROFESSIONAL
STAFF REPORT**

A. Administrator - Change - 11 Month Position to 12 Month Position

Name: Tyler Manchester
Position: Assistant Principal
Type of Position: Probationary
Tenure Area: Assistant Principal
Probationary Period: 07/01/2023 - 06/30/2027
Certification: Initial
Salary: \$108,192.00
Effective Date: 07/01/2024

B. Administrator - Change in Position

Name: Orlando Benzan
Position: Director of Equity, Inclusion and Personnel
Type of Position: Probationary
Tenure Area: Director of Equity, Inclusion and Personnel
Probationary Period: 06/17/2024 - 06/16/2028
Certification: Initial

Salary: \$130,000.00
 Effective Date: 06/17/2024

C. Appointment- Administrator

Name: Terrence Hasseler
 Position: Director of Finance
 Type of Position: Probationary
 Tenure Area: Director of Finance
 Probationary Period: 08/12/2024 - 08/12/2028
 Certification: Professional
 Salary: \$126,000.00
 Effective Date: 08/12/2024

D. Appointment- Certificated Staff

Name: Martha Sullivan
 Position: PRE- Library Specialist
 Type of Position: Probationary
 Tenure Area: School Media Specialist (Library)
 Probationary Period: 09/01/2024-08/31/2028
 Certification: Professional
 Salary: \$69,617.00
 Effective Date: 09/01/2024

Name: Erin Van Allan
 Position: MHS- Special Education
 Type of Position: Probationary
 Tenure Area: Special Education
 Probationary Period: 09/01/2024-08/31/2028
 Certification: Professional
 Salary: \$67,487.00
 Effective Date: 09/01/2024

Name: Alexander Renzoni
 Position: CRMS- Music
 Type of Position: Probationary
 Tenure Area: Music
 Probationary Period: 09/01/2024-08/31/2028
 Certification: Initial
 Salary: \$49,073.00
 Effective Date: 09/01/2024

Name: Charlotte Collins
 Position: BRMS/ CRMS-Music
 Type of Position: Probationary
 Tenure Area: Music
 Probationary Period: 09/01/2024- 08/31/2028
 Certification: Initial
 Salary: \$54,341.00
 Effective Date: 09/01/2024

10.

Name: Barbara Kuder-Duttinger
 Position: TRE/SHS- Reading
 Type of Position: Probationary
 Tenure Area: Reading
 Probationary Period: 09/01/2024- 08/31/2028
 Certification: Professional
 Salary: \$62,322.00
 Effective Date: 09/01/2024

Name: Daniel Allen-Orlov
 Position: CRMS- Earth Science/ General Science
 Type of Position: Probationary
 Tenure Area: Science
 Probationary Period: 09/01/2024- 08/31/2028
 Certification: Internship
 Salary: \$50,828.00
 Effective Date: 09/01/2024

Name: Laura West
 Position: BRMS .6/ CRMS .4 Spanish
 Type of Position: Probationary
 Tenure Area: Spanish
 Probationary Period: 09/01/2024- 08/31/2027
 Certification: Professional
 Salary: \$77,600.00
 Effective Date: 09/01/2024

E. Resignation – Teacher – See attached.
 Claire Mendick

F. Resignation – School Related Professional – See attached

G. Appointment - Substitutes – see list
 Micah Davidson
 Robert Disch
 Lena Fine
 Ashley Frank
 Amy Klinsky

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

**APPROVED:
 SUPPORT
 STAFF REPORT**

CLERICAL

APPOINTMENTS	POSITION	BLDG	HOURS	DATE	SALARY
Benjamin Ojeda	Summer Helper	DO	per diem	6/24/2024	\$15.10 hr.

CLERICAL

RESIGNATIONS	POSITION	BLDG	LENGTH OF SVC	DATE
Deborah Ramsager	OC III	BRMS-E	1.4 yrs.	06/28/2024
Kirsty Jackson	School Aide	ACE	1.4 yrs.	06/25/2024

TRANSPORTATION			LENGTH		
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>	
Kristy Makusij	Bus Driver	TMF	1.7 yrs.	06/26/2024	

CUSTODIAL/MAINTENANCE			LENGTH		
<u>TERMINATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>	
Bounananh Manivong	Cleaner	CRMS	10 mos.	06/24/2024	

FOOD SERVICE					
<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Roderick Christman	Asst. Cook Manager	MHS	30 wk.	08/29/2024	\$21,038.00

18. 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, upon the Superintendent’s recommendation, approves the following Per Diem Substitutes and Specialists Salaries as follows:
Vote: Unanimously carried

**APPROVED:
PER DIEM
SUBSTITUTES/
SPECIALISTS
SALARIES**

	<u>2023 - 2024</u>	<u>2024 - 2025</u>
Tutors -		
In-hospital students	23.00/hr.*	23.00/hr.*
Lifeguards (school year)	17.00/hr.	18.00/hr.
Accompanist	18.00/hr.	21.00/hr.
Teacher Building Substitute –Reports Daily	N/A	150.00/day
Substitute Teachers – Minimum 2 yrs. of college	110.00/day	120.00/day
Substitute Teachers–Certified Teacher	135.00/day	145.00/day
Substitute Teachers–Retired PCSD	150.00/day	155.00/day
Substitute Paraprofessionals	15.00/hr.	15.50/hr.
Kindergarten Screeners (district and non-district)	27.00/hr.	27.00/hr.
Administrative Substitute	300.00/day	300.00/day
Single Presenter	60.00/hr.	60.00/hr.
Co-Presenter	40.00/hr.	40.00/hr.
Collegial Circle Facilitator (Professional Staff)+	10.00/hr.	10.00/hr.
H.S. Concert Coverage (Lights/Sound)	31.09/hr.	31.09/hr.
Administrator Mentor	3,800/yr.	3,800/yr.
Bus Driver Trainees	15.00/hr.	15.50/hr.
District Physician	40,043/yr.	40,043/yr.
A.P. Proctoring	N/A	31.09/hr.
Bus Washer	N/A	16.12/hr.

*Mileage and parking to be paid for those experiencing these costs as a result of their assignment.
+As professional staff already are paid a salary this is an additional stipend amount for purposes of minimum wage.

19. 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 2024-2025 Professional Learning Plan as presented.
Vote: Unanimously carried

**APPROVED:
PROFESSIONAL
LEARNING PLAN**

20. Motion was made by Mr. Casey, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Managerial/Confidential Contractual Agreement as presented.
Vote: Unanimously carried

**APPROVED:
CONTRACTUAL
AGREEMENT**

12.

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

22. Mr. Pero noted policy recommendation: #3280 - Use of School Facilities, Materials and Equipment, that will be formally approved under the Consent Agenda.

23. Superintendent's Report: Mr. Pero spoke on the following: today's administrative retreat focusing on re-grounding the strategic initiative, succession rollout of some administrative positions and the welcoming of new administrators, the Boards succession plan with the insertion of a president-elect, how education today is so much more difficult and complex than ever before as well as tomorrow's workshop, focusing on how to deal with controversial topics head-on, productively and collaboratively. Mr. Pero ended by thanking Mrs. Pelusio for her time when they both spoke to a University of Rochester class for aspiring administrators.

24. Motion was made by Mr. Berk, 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 Awards:

Athletic Apparel	Various Vendors	\$24,801.15
Lunch Paper & Plastic Supply	Hill & Markes	\$53,435.61 (Estimated)
Athletic Supplies & Equipment	Various Vendors	\$72,887.89

MOA

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

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

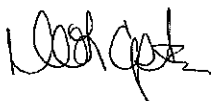
Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Reviews, Reevaluation/Annual Review, Amendment - Agreement No Meetings.

Policy Approval: #3280 - Use of School Facilities, Materials and Equipment.

25. 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 Reorganization and Regular Meetings at 5:46 p.m.
Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Thursday, July 25, 2024
Barker Road Middle School
(SPECIAL MEETING)

The SPECIAL MEETING of the Pittsford Central School District Board of Education began at 7:30 a.m. in Meeting Room 410, Barker Road Middle School on Thursday, July 25, 2024.

BOARD MEMBERS PRESENT: R. Scott, J. Casey, K. Huels, E. Kay, S. Pelusio, R. Sanchez-Kazacos.
BOARD MEMBERS ABSENT: D. Berk
LEADERSHIP TEAM PRESENT: M. Pero, S. Clark.

1. Mrs. Scott called the Special Meeting to order at 7:37 a.m.

2. 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 agenda for this meeting. **APPROVED: AGENDA**

Vote: Unanimously carried by those present

3. Motion was made by Mrs. Pelusio, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Professional Staff Report: **APPROVED: PROFESSIONAL STAFF REPORT**

Vote: Unanimously carried by those present

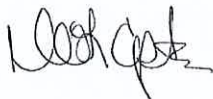
A. Administrator - Appointment

Name: Jessica LeVan
Position: MCE Assistant Principal
Type of Position: Probationary
Tenure Area: Assistant Principal
Probationary Period: 07/29/2024 - 07/28/2028
Certification: Initial
Salary: \$82,000.00
Effective Date: 07/29/2024

4. Motion was made by Mrs. Kay, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Special Meeting at 7:38 a.m. **APPROVED: ADJOURNMENT**

Vote: Unanimously carried by those present

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

Pittsford Schools

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

585.267.1053

Fax: 585.381.9368

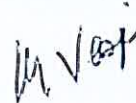
Michael_Vespi@pittsford.monroe.edu

Michael Vespi
Assistant Superintendent for Business

Date: June 11, 2024

To: Michael Pero, Superintendent of Schools

From: Michael Vespi, Assistant Superintendent for Business



Re: **Amended** Fund Balance Management and Reserve Recommendations

Based on the recent external audit, two items needed to be added to this memo from June:

1. Add the total limit of the transportation reserve to be more transparent.
2. Now that the tax certiorari reserve has been reconciled, add that amount to the authorization

(Those items have been highlighted in **yellow**.)

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. The total maximum limit with the state aid received is **\$4,011,318**.

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.

Tax Certiorari Reserve – Over the last several years, the Board of Education has authorized establishing Tax Certiorari Reserve Funds according to NYSED Law Section 3651: Reserve Fund. The law states:

“Any monies deposited to such reserve fund which are not expended for the payment of judgments or claims arising out of such tax certiorari proceeding for the tax roll in the year such monies are deposited to the said fund and/or which will not reasonably be required to pay any such judgment or claim shall be returned to the general fund on or before the first day of the fourth fiscal year following the deposit of such monies to said reserve.”

For 2023-24, settlements for prior year claims continued to move slowly with two cases being settled. One of the cases was significant (\$804,421) and impacted the total balance of the reserve. As such, the current Tax Certiorari Reserve needs to be increased to cover the remaining potential liability that the district could incur. A separate accounting of every potential case is updated on an annual basis and currently shows that the potential liability could be as much as \$2,203,280. Therefore, it is recommended that we fund this reserve up to \$2,203,280 from 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	\$ 4,011,318
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
Tax Certiorari Reserve	\$ 2,203,280

MV:nn
cc: R. Smith

Pittsford Schools

Administrative Offices
75 Barker Road – East Wing
Pittsford, NY 14534
585-267-1046
Fax: 585-381-9368

Rachel_Smith@pittsford.monroe.edu

Rachel Smith
District Treasurer

To: Michael Vespi, Assistant Superintendent for Business

OK
MVJ

From: Rachel Smith, District Treasurer

Date: 8/2/2024

RE: Budget Transfer Request – Career Award Accrual as of 6/30/2024

While finalizing the year-end closeout and determining final accrual for Career awards for retirements that were known as of June 30, 2024 and are to be paid within the next school year, the amount determined was more than what had been budgeted for in the 2023-2024 budget.

After reviewing the current budget, the District saw a decrease in Social Security costs than was anticipated during budget development. Pursuant to Board Policy 5530, any transfer in excess of \$75,000 between function codes requires Board of Education approval. Therefore, I recommend for consideration the following resolution:

BE IT RESOLVED, that the Board of Education of the Pittsford School District does hereby approve the budget transfer of One Hundred Thirteen Thousand Seven Hundred Fifty-Nine Dollars (\$113,759) to **A830-9089-802-08894 Longevity/Career Award** from **A830-9030-800-0802 Social Security** for Career Award Payments.

Pittsford Schools

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75 Barker Road – East Wing
Pittsford, NY 14534
585-267-1046

Fax: 585-381-9368
Rachel_Smith@pittsford.monroe.edu

Rachel Smith
District Treasurer

To: Michael Vespi, Assistant Superintendent for Business

From: Rachel Smith, District Treasurer

RS

OK
MVg

Date: 8/2/2024

RE: Budget Transfer Request – Transfer Local Share Special Education ESY

While finalizing the year-end closeout and determining final accruals for Special Education ESY it was determined that the state approved costs were less than the actual costs related to the ESY program. As a result, the General Fund needs to cover the additional costs beyond what the New York State aid will cover for the ESY program.

After reviewing the current budget, the District saw a decrease in TRS costs than was anticipated during budget development. Pursuant to Board Policy 5530, any transfer in excess of \$75,000 between function codes requires Board of Education approval. Therefore, I recommend for consideration the following resolution:

BE IT RESOLVED, that the Board of Education of the Pittsford School District does hereby approve the budget transfer of Two Hundred Four Thousand Five Hundred Seventeen Dollars (\$205,517) to **A810-9901-950-0904 Transfer to Special Aid** from **A830-9020-800-0801 TRS** for Special Education ESY.

Pittsford Schools

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Pittsford, NY 14534
585.267.1077
fax: 585.381.9368

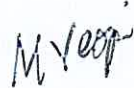
Michael Vespi
Assistant Superintendent for Business

Michael_Vespi@pittsford.monroe.edu

Date: August 13, 2024

To: Michael Pero, Superintendent of Schools

From: Mike Vespi, Assistant Superintendent for Business



Re: Year-End Transfer to Reserve Funds

At the last board meeting in June, the Board of Education approved the transfer of available fund balance into the existing reserves. That resolution was required by the State to be done prior to June 30 and was based on year-end estimates. However, at this date, the books are “closed” and the District’s independent audit fieldwork has been completed. Therefore, consistent with the June resolution, we are recommending the transfers accordingly so we may remain within the 4% Unappropriated Fund Balance law, as well as fund reserves in a manner to promote fiscal stability and budget relief into the future.

The District Treasurer and I have met regularly throughout the year to review Fund Balance management and financial forecasting. In consultation with the District’s external auditor and the Audit Oversight Committee (AOC), we feel this combination of reserve funding provides the best future stability with our current resources. Upon the conclusion of the audit, Mengel Metzger Barr & Co. LLP, will provide an analysis of the year-end financial condition of the District.

The following resolutions are consistent with the estimates previously provided to the Board of Education in June.

I therefore request the following resolutions be brought before the Board of Education for approval at the August 13, 2024 regular meeting:

Capital Reserve for Transportation Vehicles Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Three Million Nine Hundred Thirty-Nine Thousand Two Hundred Sixty Dollars (\$3,939,260) of unappropriated fund balance from the General Fund as of June 30, 2024 to the "Capital Reserve – Transportation Vehicles" pursuant to its authority under a proposition approved by the voters on May 16, 2023.

Capital Reserve for Facilities Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Four Million Dollars (\$4,000,000) of unappropriated fund balance from the General Fund as of June 30, 2024 to the General Capital Reserve Fund pursuant to its authority under a proposition approved by the voters on May 18, 2021.

Capital Reserve for Instructional Technology Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of One Million Five Hundred Thousand Dollars (\$1,500,000) of unappropriated fund balance from the General Fund as of June 30, 2024 to the General Capital Instructional Technology Reserve Fund pursuant to its authority under a proposition approved by the voters on May 21, 2024.

Capital Reserve for Swimming Facilities Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of One Million Dollars (\$1,000,000) of unappropriated fund balance from the General Fund as of June 30, 2024 to the General Capital Swimming Facility Reserve Fund pursuant to its authority under a proposition approved by the voters on May 16, 2023.

Retirement Contribution Reserve Resolution (ERS)

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer Five Hundred Thousand Dollars (\$500,000) of unappropriated fund balance from the General Fund as of June 30, 2024 to the Retirement Contribution Reserve (ERS) Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on October 14, 2008.

Liability Reserve

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer Two Hundred Thousand Dollars (\$200,000) of unappropriated fund balance from the General Fund as of June 30, 2024 to the Liability Reserve pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on June 26, 2006.

Teachers' Retirement System Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Two Hundred Fifty-Five Thousand Five Hundred Seventy-Two Dollars (\$255,572) of unappropriated fund balance from the General Fund as of June 30, 2024 to the Teachers' Retirement Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on June 10, 2019.

Employee Benefits Accrued Liability Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of One Million Dollars (\$1,000,000) of unappropriated fund balance from the General Fund as of June 30, 2024 to the Employee Benefits Accrued Liability Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on October 14, 2008.

Workers' Compensation Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Fifty Thousand Dollars (\$50,000) of unappropriated fund balance from the General Fund as of June 30, 2024 to the Workers' Compensation Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on June 23, 2014.

Tax Certiorari Reserve

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Four Hundred Nine-Nine Thousand Six Hundred One Dollars (\$499,601) of unappropriated fund balance from the General Fund as of June 30, 2024 to the Tax Certiorari Reserve Fund based on estimated potential claims of unsettled Notice of Petitions.

MV:mn
cc:R. Smith

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: August 13, 2024
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business *M Vespi*
Re: Tax Levy approval and Tax Collection Process

In order for the Board of Education to set the tax levy and move forward with the tax collection process, the following actions must take place:

1. Review and confirm the Tax Rolls;
2. Authorize the Tax Levy;
3. Sign and issue a Tax Warrant that allows the Town Tax Collector(s) to collect taxes for that town less any STAR exemptions.

In May, the voters approved the budget which became the district's spending plan for 2024-25. As part of the budget approval process, the voters also approved a tax levy that was below the required tax levy limit calculation. In August, the Board of Education is then charged with setting the actual tax levy. The approval of the tax levy occurs after each town finalizes property assessment which are sent to the district as a total taxable value from each town. It also allows time for the Office of Real Property Tax Services to finalize the equalization rates that are established for each town. The school tax rate is calculated using the tax levy, total assessed value as established by each town and the equalization rate that is established by Office of Real Property Tax Services. In essence, the school district only controls the tax levy. The other factors are controlled by other agencies.

In 2024-25, the voters approved a tax levy increase of \$3,013,965 or 2.69%. Assessed values for each town located within the district's Monroe County boundaries increased overall by 0.49% with a notable decrease in Perinton's assessed value and a slight decrease in Victor's assessed value. Additionally, equalization rates decreased in every town. (The school district has no control over equalization rates.) Typically, tax rates will decrease as assessed values increase and tax rates will increase if the equalization rate decreases. Since the equalization rate decreased in every town and there was not a corresponding increase in assessed value, to offset the rate decrease, some towns have higher tax rate increases than others. The overall tax rate in the district will increase by 2.18%. In Pittsford where **76.81%** of the tax levy is allocated, the tax rate will increase by 1.38%, which is lower than the tax levy increase of 2.69%.

A tax rate calculation summary is attached for your review. Please note the various factors that have been outlined above along with the corresponding tax rates for each town.

Michael Pero, Superintendent of Schools, Pittsford Central School District

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

Based on the attached information and to be in compliance with the law and aforementioned requirements, I recommend the following resolution to be presented to wit:

2024-2025 Tax Levy Resolution

BE IT RESOLVED that the valuation of the property comprising Pittsford Central School District, State of New York, Counties of Monroe and Ontario, as shown on the District Assessment rolls, and certified by the respective assessors of the towns in the district be approved; THAT a sum not to exceed \$114,967,504 be levied in the form of a tax on the property set forth on the aforementioned assessment rolls; that the Board of Education has retained up to \$1,196,992 in unexpended surplus funds and, in compliance with the law, such unexpended surplus funds have been applied in determining the amount of the school tax levy; and that the warrant therefore and the rolls thereof, be executed by a majority of the members of the Board of Education; and that the receiver of taxes be authorized to collect taxes on said warrant for a period of 30 days, beginning September 1, 2024, without penalty, and for a period of 31 days thereafter with a two percent (2%) penalty, as provided by the statute.

MV:nn

cc: R. Smith

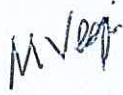
Pittsford Schools

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: August 13, 2024
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business 
Re: Student Transportation Contract – Monroe #1 BOCES

The District will contract with Monroe #1 BOCES to transport students with needs and students enrolled in vocational programs during the 2024-2025 school year. Included is internal transportation which is offered for all special education students. Attached is information from BOCES detailing the anticipated cost of the services. Please be advised that the total charge may vary throughout the year as student placements/IEPs and enrollments may change.

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

BE IT RESOLVED that the Board of Education does hereby approve the transportation costs with Monroe #1 BOCES estimated to be Ninety-Eight Thousand Seventy-Seven Dollars (\$98,077.00) to transport Pittsford Central School District students with special needs and students enrolled in vocational programs for the 2024-2025 School Year.


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Michael Vespi
Assistant Superintendent for Business

Date: August 13, 2024
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business 
Re: Student Transportation Contracts – Transpo Bus Services LLC

As the district continues to have a bus driver shortage, the Director of Transportation continues to focus on using the district's staff to complete in-district routes. This district has been trying to use contract transportation to complete out-of-district routes.

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 estimate expense for the 2024-2025 school year with Transpo Bus Service LLC is Nine Hundred Forty-Three Thousand Eight Hundred Twenty-Eight (\$943,828).

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Michael Vespi
Assistant Superintendent for Business

Date: August 13, 2024

To: Michael Pero, Superintendent of Schools

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

Re: Declaration of Scrap Equipment – JRE & Food Services

Jefferson Road Elementary School has determined the following items can be scrapped:

1. One (1) Stationary Bicycle
2. Forty-two (42) Bicycles
3. Six (6) Unicycles
4. Seven (7) Bicycle Mounts

The Food Services Department has determined the following items can be scrapped:

1. Thornell Road Elementary
 - McCall 2-Door Refrigerator, Asset #001786
 - Red Warmer, Asset #019325
2. Sutherland High School
 - 3 door refrigerator, Asset #001546
3. Calkins Road Middle School
 - Pizza Warmer, Asset #019208
4. Mendon High School
 - Whitish/Gray refrigerator, Asset #001700
 - Old shelving

Michael Pero, Superintendent of Schools, Pittsford Central School District

It is my recommendation that the Board of Education declare these items scrap and sold as such and proceeds be deposited into the General Fund according to Policy Board Policy 5250 which states “The Superintendent or the Superintendent’s designee may dispose of property that is obsolete, surplus or unusable by the District 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 equipment scrap and does hereby authorize the sale and receipt of proceeds from such.

MV:nn

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: August 13, 2024
TOPIC: Fresh Bagels
Advertised Date: June 25, 2024, *The Daily Record*
Date of Bid Opening: July 3, 2024
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: C 94-2860-410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR
----------	--------------------

24-25 Fresh Bagels

Brownstein's

Estimated 575 Dozen/Bagels for contract period
(575 x \$ 9.00/dozen = \$5,175.00)
Bagels are sold a la carte in all nine PCSD lunchrooms.

Comments: The 24-25 Fresh Bagel Bid contract is valid from BOE Approval through 06/30/25. There was only one bid response, which was reviewed by Elena Montgomery, Food Service Director, and Leslie Pawluckie, Purchasing Agent.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

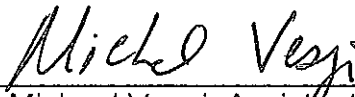
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE DATE: August 13, 2024
TOPIC: Fresh Pizza
Advertised Date: June 25, 2024, *The Daily Record*
Date of Bid Opening: July 3, 2024
Time of Bid Opening: 10:00AM
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 District specifications:

Vendor	Item Bid	Cost per Pizza
Fat Dough, Inc	Cheese and Pepperoni Pizza	\$9.95
DBA: Domino's	Cheese Pizza	\$9.95

Comments: The 24-25 Fresh Pizza Bid runs from BOE Approval - 06/30/25. (Pizza is sold a la carte in the school lunchrooms at all nine Pittsford Schools during the school year.) Fat Dough, Inc. DBA Domino's is the only bidder. Only one bid was received at the time of bid opening making it unnecessary to conduct blind taste test per Bid Terms and Conditions. Bid response was reviewed by Elena Montgomery, Food Service Director, and Leslie Pawluckie, Purchasing Agent.



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: August 13, 2024
Topic: Musical Instruments
Advertised Date: July 12, 2024 *The Daily Record*
Date of Bid Opening: July 30, 2024
Time of Bid Opening: 11:00 A.M.
Funds: Curriculum 510 2110 200 0164

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 District specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Musical Instruments	Music & Arts Center	\$2,907.81
	National Education Music Company, LTD	\$5,649.61
	Stringed Instrument Services	\$11,350.00
	The Music Wagon	\$1,989.00
	Total	\$21,896.42

Comments: The 24-25 Musical Instrument Bid contract begins from date awarded by Board of Education through 02/28/25. It represents 7 musical instruments, with 7 being awarded. The bids were reviewed by Tammy Keller, Standards Leader for Music, Shelly Lawver, Purchasing Assistant, and Leslie Pawluckie, Purchasing Agent. Award is based on lowest responsive and responsible bidder meeting District specifications.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR SALE AND DISPOSAL OF SCHOOL DISTRICT LIBRARY BOOKS

TO: Board of Education
FROM: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)

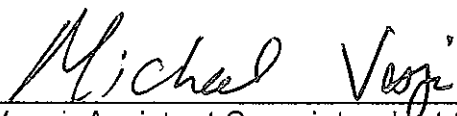
BOE DATE: August 13, 2024

TOPIC: July 2024 Disposal of School District Outdated Textbooks/Library
Books/Sheet Music

A list of surplus outdated textbooks, library books, and sheet music was submitted by the schools to the Purchasing Department to request quotes for sale. Melanie Ward, Assistant Superintendent for Instruction, reviewed the list and approved the textbook/library books for sale or disposal. Quote requests were emailed July 17, 2024, to the following vendors: Northeast Book Co., K12 Books, K-12 Book Buyer, K12 Savings, Sheet Music Center, Musician's Friend. There were no bids received.

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District approve the disposal of the outdated surplus textbooks, library books and sheet music.

Comments: Please see attached list of items to be disposed.



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:

School Requesting Trip: SHS, MHS

Date(s) of trip: Friday, March 21, 2025 – Monday, March 24, 2025

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:

Class/Club/Team Name Participating in the Trip: French and Latin students

Reason for Trip:

1. To give French students an opportunity to experience Francophone culture in an authentic French-speaking environment.
2. To give Latin students an opportunity to examine Roman Medieval and Renaissance artifacts in museums, and to see the use and impact of Latin of 16th-18th century Quebec.

Trip Initiator(Teacher/Advisor/Coach):

Maryana Falkovich, Julie Danella, Mark Critelli, Lynn Smith

Trip Initiator Email: maryana_falkovich@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

Identify conflicts:

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

Montreal, Canada

Name: Sandman Hotel

Street Address: 999 De Sérigny

City: Longueuil

Zip: J4K 2T1

PH : (450) 670-3030

Date(s) of Departure from School: Friday, March 21, 2025

Time(s) of Departure from School: 4:00 pm from Mendon

Date(s) of Return to School: Monday, March 25

Time(s) of Return to School: 9:30 PM

Estimated round trip miles: 646 miles

Estimated Number of Students participating in trip: 45

Estimated Number of PCSD Chaperones participating in trip: 5

Estimated Number of Parent Chaperones participating in trip: NA

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?

X Yes

Type of transportation. Check all that apply:

Pittsford School Bus

Non-Pittsford School Bus

X Commercial Tour Bus

Ayr Coach

Train

Airplane

Other

TRIP COSTS - Expenses

Are you aware of any students who may require alternative financial support in order to attend?

NO

Estimated trip cost per student: \$ \$940.00

Additional costs per student (spending money, event fees, food, gratuities, etc):\$ \$100.00

Estimated Trip Insurance fee per student (if applicable): \$ \$92.00 (included in the price of the trip)

TRIP FUNDING - Payments

Student payments will be made to: Jumpstreet Educational Tours

Please describe any fundraising (if involved): TBA

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

Name of Tour Company used to manage trip: Jumpstreet Educational Tours

Date of Parent Informational Meeting: TBA

Date of Chaperone Meeting: TBA

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

Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct

Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.

Trip Advisor Initials:

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

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

Trip Advisor Initials: _____

Curricular / Instructional

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

1. Provide students with an opportunity to expand their linguistic and cultural knowledge about Montreal, the second largest francophone city in the world.
2. Visit a college.
3. Explore cultural heritage derived from the Greco-Roman world and look at Greco-Roman artifacts.

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

Complete at least 2 years of French or Latin

Do research about the province of Quebec

Attend meetings

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

See the itinerary

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

In-class discussions, presentations to peers and faculty


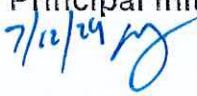
What instructional provisions have been made to help participants keep up with other classes that they will miss?

Students will communicate with their teachers before departure to make up any missing work

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

Students will be provided a qualified substitute and assignments to be completed in class on Monday, 4/24/25

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


Building Principal Initials: 
7/12/24 

Approvals:

Date: 6/25/24

Director Initials:

Date:

Superintendent Initials: 
Board Approval Date:

Date: 7/8/24

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 Suzanne Hess
% to Paul Klingenstein Phone 585-645-2840
Address Family Foundation
6 Cross Meadow Ln. Pittsford, NY 14534
School: JRE

- 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.

A charitable financial gift (exact amount TBD, (APPROX. \$3,000.00))
per Stephanie Barg and Rachel Smith) to fund
the 2024-2025 school year field trip to Challenger
Mission for JRE fifth graders

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

None, beyond use for this specific field trip

- 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 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 _____
(When appropriate)

Principal's Approval: Stephanie Bary Date 7/19/24

Superintendent's Approval: [Signature] Date 7/23/24

Board Action: Date: _____