

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
MONDAY, JUNE 4, 2018  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

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AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. ANNUAL PUBLIC HEARING – CODE OF CONDUCT
- V. APPROVAL OF MINUTES: May 21, 2018 (BOARD ACTION)
- VI. PUBLIC COMMENT  
*The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern about the District. If you have a question or a statement to make to the Board of Education, we ask that you fill out an index card, available at the sign-in table, and hand it to the School District Clerk. The Board President will recognize those of you who wish to speak. We ask that you raise your hand in order to be recognized and then identify yourself with your name and address.*  
*Those items brought to the attention of the board during this time may be taken under consideration for future response or action. We ask that individual comments be limited to three minutes in order to accomplish the evening's agenda. We respectfully ask that issues related to specific school district personnel or students, be brought to the attention of the superintendent of schools privately.*
- VII. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board President's
    - 2. Executive Committee
    - 3. Information Exchange Committee
    - 4. Labor Relations Committee
    - 5. Legislative Committee
    - 6. Steering Committee
  - B. Meeting Reports
    - 1. Audit Oversight Committee
  - C. Dates to Remember
    - 1. 6/6/18 – Sports Excellence Banquet – 5:30 p.m.
    - 2. 6/13/18 – Town/Village/School District Joint Meeting – 5:00 p.m.
    - 3. 6/18/18 – Next Regularly Scheduled Meeting
    - 4. **6/23/18** – Mendon High School Graduation – 10:00 a.m. – RIT Gordon Field House  
**6/23/18** – Sutherland High School Graduation – 2:00 p.m. – RIT Gordon Field House
- VIII. FINANCIAL REPORT – Mr. Kenney
  - A. Action Items:
    - 1. Food Service Budget & Prices (BOARD ACTION)
    - 2. SEQRA Declaration Resolution – Allen Creek Elementary School Site Work. (BOARD ACTION)
    - 3. Bid Awards (See Consent Agenda)
      - a. BOCES II Cooperative Athletic Supplies
      - b. Recycling and Trash Removal Services
  - B. Discussion:
  - C. Other:

- IX. HUMAN RESOURCE REPORT – Mr. Leone
  - A. Action Items:
    - 1. Professional Staff Report (BOARD ACTION)
    - 2. Support Staff Report (BOARD ACTION)
  - B. Discussion:
  - C. Other:
  
- X. STUDENT SERVICES REPORT – Dr. Vaughan-Brogan
  - A. Action Items:
    - 1. Driver Education Program Budget Approval Request (BOARD ACTION)
    - 2. Summer Enrichment Institute Budget Approval Request (BOARD ACTION)
  - B. Discussion:
  - C. Other:
  
- XI. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items (See Consent Agenda)
    - 1. Committee on Special Education: Annual Reviews, Initial Eligibility Determination Meeting, Reevaluation Reviews, Requested Review Transfer Student.
    - 2. Committee on Preschool Special Education: Initial Eligibility Determination Meetings.
  - B. Discussion:
  - C. Other:
  
- XII. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. Gifts to the District (See Consent Agenda)
      - a. Donation of \$2,000.00 from PTSA for end of year activities at Calkins Road Middle School. (Includes trips to Seabreeze and Darian Lake)
      - b. Donation of \$2,129.00 from PTSA for the purchase of Student Agendas for all students at Calkins Road Middle School.
  - B. Discussion:
    - 1. Policy Recommendation – 1<sup>st</sup> Reading
      - a. #5685-Automated External Defibrillators
  - C. Other:
  
- XIII. CONSENT AGENDA (BOARD ACTION)
  - A. Bid Awards
  - B. Committee on Special Education
  - C. Committee on Preschool Special Education
  - D. Gifts to the District
  
- XIV. OLD BUSINESS
  
- XV. NEW BUSINESS
  
- XVI. PUBLIC COMMENT
  
- XVII. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: June 18, 2018



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

**For school district information, visit our website at [pittsfordschools.org](http://pittsfordschools.org)**

To: Michael Pero

From: Patricia Vaughan-Brogan



Date: May 30, 2018

Re: Draft Code of Conduct

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I have enclosed the Draft Code of Conduct for the Annual Public Hearing. You will note changes to the document, introducing the concept of restorative practices to the repertoire of options to address infractions of the Code of Conduct. This will also promote pro-social behaviors.

This year, a small group of administrators has focused on reading and learning about restorative practices, which has resulted in the proposed changes. The plan is to continue this learning for the 18-19 school year, with a wider audience participating in this process. I anticipate additional recommendations for changes next year.

Please let me know if you have questions at this time. Thank you.

# Pittsford Central School District

## Code of Conduct

### 2018-19 School Year

#### Introduction

All members of the Pittsford school community have a collective responsibility to maintain a safe and orderly school environment. ~~and maintain order on school property and at school functions.~~ The Pittsford Code of Conduct shall govern the conduct of students, teachers and other school personnel, as well as visitors.

The goal of the Code of Conduct is to ensure all student's right to an education in a safe, civil and caring school environment. Responsible behavior by students, teachers, other district personnel, parents, and visitors is essential to achieving this goal. The District has expectations for conduct on school property and at school functions. These expectations are contained within the Code of Conduct and are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

Schools within the District embrace social emotional learning principles and practices, creating social cultures which encourages positive behavior and interactions, while discouraging problematic behaviors among students. Developing a strong culture with high expectations, respect and co-accountability will lead to a safer environment where children can build positive relationships with each other and adults, as well as improve their social and academic functioning. The Code of Conduct ensures that schools are able to provide equal access to a wide range of supports and interventions that promote positive behaviors, and help students develop self-esteem, self-discipline and social and emotional efficacy such that they are better able to improve and correct inappropriate, unacceptable and/or harmful behaviors. As part of this effort, the Pittsford Central School District has begun to incorporate restorative practices as part of a continuum of accountable interventions associated with discipline. Restorative practices offer opportunities to address student misconduct and harm in a way that strengthens relationships and focuses on the harm done rather than only the rule(s) broken. These practices can be used with existing Code of Conduct procedures and consequences for inappropriate behavior, or upon agreement, in place of those procedures in selected situations. During the 2018-19 school year, the District will research restorative practices (and other means as available) that will provide continuous improvement of the Code of Conduct. We remain committed to clearly and concisely reinforcing the roles and responsibilities of students, staff and parents; setting forth expectations for student behavior, ensuring fair, appropriate and equitable student discipline practices and complying with all applicable laws and regulations.

Unless otherwise indicated, this Code of Conduct applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. School property is defined as in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or on a school bus; and a school function shall mean a school-sponsored event, activity, or athletic contest, whether on school property or not.

The Pittsford Code of Conduct has been developed in collaboration with students, teachers, administrator, and parent organizations, school safety personnel and other school personnel.

## **Rights and Responsibilities for Students, Parents, Staff and Visitors**

All students, faculty, staff, parents and visitors shall behave in a manner consistent with the following standards and comply with the following regulations which shall govern the conduct of students, faculty, staff, parents and visitors upon District property.

- a) No person shall, in accordance with applicable provisions of law, interfere with the freedom of movement and speech of any individual or group.
- b) No person shall disrupt or interfere with classes, educational activities, service activities, extracurricular functions or any authorized event.
- c) Materials from protests or demonstrations shall not be taken, without appropriate and lawful authority, into any building or room where a class, speech, or other school function is to take place.
- d) No person shall, without appropriate and lawful authority, utilize or threaten physical force, physical harassment or physical obstruction, or intentionally cause bodily harm or endanger the health of any person.
- e) No person shall incite or encourage physical violence by other persons or commit any of the acts herein prohibited.
- f) No person shall, without appropriate and lawful authority, enter, occupy or remain in any classroom, office building or premise.
- g) No person shall, without appropriate and lawful authority, impede or restrict reasonable and free access to, or exit from, any classroom, office building or premise.
- h) No person shall intentionally or recklessly cause damage to, or be involved in, the theft of school property, or the property of any person where such property is located on school premises.
- i) No person shall, without appropriate and lawful authority, invade the privacy of any school records, data or communications or any record, data or communication which is the property of, or in the possession of, another person.
- j) No person shall, without prior permission of the District and in accordance with applicable provisions of law, possess, maintain or use an obnoxious, dangerous or apparently dangerous weapon, instrument or substance in or upon any building in the District or on school premises.
- k) Upon the request of any school official or authorized public official, any person present in any building or on school property shall promptly identify himself.
- l) No person shall interfere with or disrupt the orderly conduct of activities of the Board including, but not limited to, meetings of the Board, budget votes and elections.
- m) No person shall commit any action which threatens the safety or welfare of persons in or on property to which the rules and regulations contained herein apply.
- n) No person shall, in accordance with applicable provisions of law, violate another person's civil rights or behave in a manner that is harassing, discriminatory, or abusive, either physically, verbally or in writing.



- o) No person shall refuse to obey the directions of an administrator, faculty or staff member, or event supervisor.
- p) No person shall discriminate and/or harass any student on school property or at a school function. This includes conduct that creates a hostile environment with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:
  - has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or;
  - reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, gender identity or expression, or sex (Education Law 11(6) and (7)).

### **Student Bill of Rights and Responsibilities**

In addition to the above, students at the District are guaranteed all rights provided by constitutional and statutory law, including the right to a free public education. Students also have the right and responsibility to:

- a) Become responsible members of the community and to conduct themselves in a manner that will bring credit to themselves, their school and community.
- b) Seek reasonable and realistic academic and social experiences within the school structure designed to protect the rights, property, and prerogatives of all.
- c) Be free from actions that threaten their safety, welfare and right to education.
- d) Develop and operate student government bodies within the schools that address issues and actions that concern contemporary students, and shape student governments into positive instruments of student involvement.
- e) Share thoughts and debate issues and ideas that foster understandings in such a way that does not violate the rights of others to disagree.
- f) Be accountable for their actions to school officials.
- g) Be cooperative and assist school personnel in the investigation and identification of discipline issues, possibility of violent acts and/or intentions, and substance possession, use, distribution or sale.

The Student Bill of Rights and Responsibilities focuses on promoting positive student behavior and a positive school climate. The Student Bill of Rights and Responsibilities will be publicized and explained to students on an annual basis.

### **Student Conduct**

The District has a number of policies regarding student behavior that is the basis of this code of conduct. Each building has age appropriate rules and expectations that are applicable in each building.

The athletic department has training rules and an Athletic Code of Conduct that applies specifically to student athletes. All students shall comply with local, state and federal laws and statutes.

### Speech, Dress and Action

All students shall maintain proper standards of speech, dress and action at all times.

a) Speech

Profanity, vulgar, abusive, harassing and discriminating language is prohibited.

b) Dress

Students are expected to come to school appropriately dressed. Individuality in dress is a matter of personal choice, but it will not be permitted to interfere with, disrupt, or distract from the educational activities of the school. Clothing and/or accessories that promote or advertise the use of cigarettes, alcohol or illegal substances or behaviors is not appropriate. Items of clothing that present problems regarding safety, hygiene, or decency are not appropriate. For reasons of safety and hygiene, shoes must be worn at all times. Each building will determine appropriate guidelines and rules for student dress at their grade levels that meet the minimum standards of this code.

c) Action

All students shall conduct themselves courteously and adhere to mature standards of conduct on all school property, and at all school functions. All students shall treat school personnel, other students, and visitors with respect and in an acceptable civil manner. All students shall obey the reasonable requests and directions of any administrator, faculty member, staff member or event supervisor. Aggressive, disruptive, or violent behavior, including but not limited to, physical or verbal aggression, hazing, bullying, or other acts intended to intimidate other students, school personnel, or visitors is prohibited.

### Definitions

For purposes of this policy; the following terms are defined.

Academic Honesty: Academic honesty is integral to the academic experience in school. All students shall do their own work at all times. Collusion, plagiarism and other forms of academic dishonesty are prohibited.

Bullying: A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful. Bullying conduct includes, but is not limited to, harassment that is related to race, color, weight, ethnicity, national origin, religion, religious practices, sexual orientation, gender, gender identity or expression (as defined in Education Law 11(6)), or sex, age, disability, and physical appearance. Bullying can take three forms:

- Physical (including, but not limited to, hitting, kicking, punching, spitting, pushing, taking personal belongings);
- Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- Psychological (including, but not limited to, non-verbal actions, spreading rumors,

manipulating social relationships, or engaging in social exclusion, extortion, or intimidation.)

**Cyberbullying:** Bullying that includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as (but not limited to) sending or posting inappropriate or derogatory e-mail messages, instant messages, text or pager messages, digital pictures or images, social media, or website postings (including chat rooms or blogs). It may occur both on campus and off school grounds. It may involve student use of the District Internet Electronic Information System or student use of personal digital devices while at school, such as cell smartphones, digital cameras and personal computers to engage in bullying. Cyberbullying is unacceptable, and offenders shall be subject to appropriate staff intervention which may result in administrative discipline.

**Disruptive Student:** A “disruptive student” is defined as any student under the age of 21 who substantially interferes with the teacher’s authority over the classroom or is substantially disruptive of the educational process on or off school property.

**Firearms and Other Weapons:** The possession or use of firearms and dangerous or apparently dangerous instruments or weapons on school properties or during school sponsored events is prohibited.

- a) **Firearm:** For purposes of the Policy, the term firearm is defined as in 18 USC Section 921.
- b) **Other Weapons:** For purposes of the Policy, the term weapon shall include any dangerous or deadly instrument which can cause death, injury or damage to a person or property including, but not limited to, BB gun, pellet gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb.

**Harassment of Students:** Means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being. Harassment also includes conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse includes, but is not limited to, conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity or expression, or sex (Education Law 11 (6) and (7)).

**Hazing:** Any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing behaviors include, but are not limited to, the following general categories:

- Humiliation (socially offensive, isolating or uncooperative behaviors);
- Substance abuse (abuse of alcohol, tobacco or illegal drugs); or
- Dangerous hazing (hurtful, aggressive, destructive, and disruptive behaviors).

Incorporated within this definition are various forms of physical, emotional and/or sexual misconduct which may range in severity from teasing/embarassing activities to life-



threatening actions.

It is important to note that a single negative act as enumerated above may also constitute “bullying” or “cyberbullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor. Administration will use discretion reviewing each incident independently in the context of the situation.

Illegal Substance, Possession and/or Use: The use, sale, possession, or distribution of alcohol, inhalable substances (i.e. e-cigarettes or other drug delivery device), illegal drugs, synthetics, drug paraphernalia or the inappropriate use of prescription drugs and/or over the counter drugs, or any substance used for other than its intended purpose, on school property or during school functions is prohibited.

Theft and Vandalism: Students involved in acts of theft, vandalism or destruction of District property will be subject to discipline by school authorities and legal action. Students shall also be subject to discipline by District authorities and legal action for similar acts involving the property of other individuals while on school property or during school sponsored events.

Tobacco or Tobacco – Related Products: The use, sale, possession or distribution of tobacco or tobacco-related products on school property or during school functions is prohibited.

Violent Students: A violent ~~pupil~~ **student** is an elementary or secondary student under twenty-one years of age who commits an act of violence upon another student, a teacher, administrator, school employee, or person lawfully on school property; possesses or displays a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; threatens to use any instrument that appears capable of causing physical injury or death; or knowingly and intentionally damages or destroys school district property or the personal property of a student, teacher, administrator, or school district employee.

### **Building Procedures Involving Pupil Student Service Personnel, Administrators, Teachers, Parents and Students**

All members of the school community are expected to identify potential and actual discipline problems as they occur in the school building, on or about school property, or at school functions. School personnel should either deal directly with the problem or refer it to an appropriate member of the staff, counselors and/or administrators. Students and parents are encouraged to communicate information about behavioral problems to an appropriate member of the staff. Students are expected to be cooperative and assist school personnel in the investigation and identification of discipline issues in violation of this Code of Conduct.

- a) An appropriate staff member will resolve the problem immediately by following District policy and building procedures.
- b) Referral cases which are not resolved immediately and are in need of further inquiry and/or information, shall be dealt with by an administrator, counselor or other staff member. This inquiry process may include information from students, staff members, parents, and community resources. Resolution of the problem may involve group interaction: (e.g., by Pupil Service Team (PST), building administrative team, etc.)
- c) Where required by law, and under such other circumstances as are deemed appropriate by school authorities, problems involving the breaking of local, state and federal laws shall be reported to the appropriate legal authority.

## Enforcement

- a) It shall be the duty of the administrator, teaching staff member, sponsor or other person responsible for a school activity to make an initial determination as to whether the conduct of any person violates the policies of the Board or administrative rule or regulation.
- b) The person making the initial determination of such a violation may take immediate and appropriate action to abate the violations and, if authorized, may further administer appropriate disciplinary measures at the time such violation is determined. Such individual may defer a determination of the appropriate disciplinary measures for a reasonable period of time for further investigation and action by building administration.
- c) The respective Building Principals, or their designees, shall have responsibility for the review of the findings of the alleged violation of these policies and, insofar as authorized by law, shall have the authority to administer appropriate discipline for violations.
- d) Insofar as permitted by law, the Board does hereby delegate to the Superintendent its authority in the administration of these policies. The Superintendent shall be charged with the responsibility of maintaining order and discipline in the schools of the District, and further to carry out the policies of the Board so as to secure the best educational results and the maintenance of public order. In such capacity, the Superintendent shall hear and determine appeals from decisions of other District authorities as to violations of these policies and the disciplinary measures resulting there from, and shall have further authority to modify or impose other disciplinary measures as she shall deem appropriate.
- e) The Board shall hear and determine appeals from decisions of the Superintendent for suspensions that are over five (5) days in length.

## Disciplinary Action

- a) Violation by Students - A student who has been found in violation of this policy shall be subject to such disciplinary action as set forth under the "Penalties" section as deemed appropriate under the circumstances. If the student is a student-athlete and the violation is also an infraction of the training rules, the student-athlete shall be subject to penalties under the Athletic Code of Conduct. Parents will be notified either orally or in writing, by the Principal or his/her designee, depending on the nature of the violation. It is the policy of the Board that disciplinary problems are handled promptly and appropriately by the District representatives most directly concerned, and that building principals and the Superintendent be involved only in more serious disciplinary problems.
- b) Violation by Staff Members - Faculty and staff members found in violation of the policies of the Board are subject to dismissal, suspension, termination or other disciplinary action. Disciplinary action involving faculty and staff members shall be consistent with the provisions of the New York Education Law, New York Civil Service Law, and applicable collective bargaining agreements.
- c) Violation by a Visitor - Any visitor who is deemed to be in violation of this policy shall be informed of the alleged violation and asked to desist. If necessary, the person may be asked to leave the District property and upon failure to do so, or if otherwise deemed appropriate, law enforcement authorities may be called upon to assist.



## Penalties and Use of Outside Agencies

It is the policy of the Board that all disciplinary measures employed by persons enforcing the policy have as their objectives the maintenance of public order on school property **and the development of responsible school behavior**. Disciplinary measures shall be just and, insofar as possible, shall be suitable to the individual. Law enforcement authorities shall be summoned to school grounds as required by law or when deemed necessary by the building administrator.

The following disciplinary measures are among those deemed appropriate. The list is not intended to be exhaustive. ~~The disciplinary measures for students~~ **and** may include one or more of the following activities:

- a) Individual appropriate action by teacher, administrator or event supervisor
- b) Parent conference-collaborating effort between school and parent to solve problem
- c) **Restorative practices in select situations, provided by trained professionals**
- ed) ~~Detention or a~~ After-school time **or detention**
- de) Removal from a class by a teacher
- ef) Removal from a class by an administrator
- fg) Loss of privileges
- gh) Suspension of bus privileges
- hi) In-school detention
- ij) Saturday detention
- jk) In-school suspension
- kl) Out-of-school short term suspension (up to 5 days)
- lm) Out-of-school long term suspension (more than 5 days)
- mn) Expulsion
- no) Involvement of appropriate legal agencies and actions
- op) Restitution

While the District cannot mandate penalties other than those listed above, administrators, in consultation with parents and students, may agree to alternative actions such as, but not limited to, community service activities, counseling, mediation or referral to a medical professional or referral to the Pittsford Youth Court. The District will follow required procedures for juvenile delinquency petitions, PINS proceedings, and/or criminal proceedings as necessary and appropriate.

### Teacher Removal of a Student from a Class

A teacher may remove a disruptive student from a classroom for up to two days in accordance with procedures described in administrative regulations 3410R. No such student shall return to the classroom until the Principal makes a final determination pursuant to Education Law Section 3214(3-a)(c) or the period of removal expires, whichever is less.

For those disciplinary measures which remove a student from classroom instruction, provisions will be made to provide continued academic support.

### Specific Disciplinary Measures and Minimum Periods of Suspension

While the following minimum periods of suspension are established, the suspending authority or Superintendent has the discretion to modify the minimum period on a case-by-case basis, considering any of the following:

- age of student
- the student's prior disciplinary record
- the Superintendent's belief that other forms of discipline may be more effective

- input from teachers, parents and/or others
  - other extenuating circumstances
- a) Possession or use of a firearm will result in a five-day out-of-school suspension, Superintendent's Hearing with a one-year suspension, and referral to legal authorities.
  - b) Possession or use of a weapon other than a firearm will result in a five-day out-of-school suspension, and may include a referral to a Superintendent's Hearing for consideration of a long-term suspension. The student may also be referred to legal authorities.
  - c) Bomb threats will result in a five-day out-of-school suspension, a Superintendent's Hearing with a one-year suspension, and referral to legal authorities.
  - d) Violent behavior, the use of physical force, threats, or acts of violence toward other students, will result in a five-day out-of-school suspension and may include referral to a Superintendent's Hearing for consideration of a long-term suspension. The student may also be referred to legal authorities.
  - e) Violent behavior, the use of physical force, threats, or acts of violence toward staff, will result in a five day out-of-school suspension and referral to a Superintendent's Hearing for consideration of a long-term suspension. The student may also be referred to legal authorities.
  - f) Repeated substantially disruptive behavior will result in a two-day suspension, in school or out of school, to be determined by the Principal. For purposes of this code, repeated substantially disruptive behavior means engaging in conduct that results in the student being removed from the classroom by the teacher on three or more different occasions during a semester, or four or more different occasions during a school year.
  - g) Possession or use of tobacco (smoke or smokeless) may result in a three day suspension.
  - h) Possession or use of alcohol, e-cigarettes or other drug delivery devices, inhalable substances, illegal drugs, synthetics, drug paraphernalia or the inappropriate use of prescription drugs and/or over the counter drugs or any substance used for other than its intended purpose, will result in a five day out-of-school suspension. Repeat offenders may be further referred to a Superintendent's Hearing. Possession of illegal drugs will be reported to legal authorities.
  - i) Sale, or distribution, of alcohol, e-cigarettes or other drug delivery devices, inhalable substances, illegal drugs, synthetics, drug paraphernalia, the inappropriate use of prescription drugs or over the counter drugs (when intended use is in violation of District policy), or any substance used for other than its intended purpose, will result in a five day out-of-school suspension, a Superintendent's Hearing for consideration of a long-term suspension, and referral to legal authorities.
  - j) Vandalism, or the willful or malicious destruction of public or private property, will result in suspension, in school or out of school, based on the particular circumstances and as determined by the Principal. Restitution may be pursued, and the student may be referred to legal authorities.
  - k) Violation of civil rights will result in suspension, in school or out of school, based on the particular circumstances and as determined by the Principal.
  - l) Violation of the District Electronic Information Network Policy may result in a five-day suspension, referral to a Superintendent's Hearing, and legal action.
  - m) Harassment, including but not limited to, bullying, cyber-bullying or hazing may result in up to a five day suspension, in school or out of school, and may include a referral to a Superintendent's



Hearing for consideration of a long term suspension upon review of the **content (if available)**, intent and planned nature of the bullying, harassment or hazing, as determined by the Principal.

A student who is suspended from school may not participate in any extracurricular activities on or off school grounds, including sporting events, field trips, intramurals, or other school sponsored activities.

Persons determining disciplinary measures are encouraged to use appropriate innovative remedial measures toward the end of obtaining mature personal growth and securing willing cooperation with the policies of the Board and the maintenance of order on District property. Insofar as specific procedures are mandatory prerequisites to the administration of disciplinary measures, those procedures shall be followed.

### **Discipline Procedures for Students with Disabilities**

The District will comply with all state and federal laws regulating discipline procedures for students with disabilities.

The disciplinary procedures for students with disabilities have been developed to:

- a) Promote early intervention and avoid escalation of behavioral or other adjustment problems;
- b) Examine and respond to behavior as it relates to the disability; and
- c) Provide for modifications of instructional program, services and/or placement, in an expedited fashion to avoid disruption of the student's education.

It is intended that behavior which is related to the disability and does not present a serious danger to self or others, should be dealt with through modification of the instructional program, behavior support plan, services, or placement rather than the suspension process. This would include conferences among the teacher, Special Education Teacher, Administrator, and the parent to attempt to resolve the problem. It may result in a referral to the Committee on Special Education or modifications within the existing program which do not affect the Individualized Education Plan.

Where the behavior is not related to the disability and/or the behavior does present a serious danger to self or others, the short-term suspension process may still be used.

These procedures have been developed to avoid prolonged periods of time without any instructional program for students and/or to minimize the staff time involved in the long-term process. (Refer to administrative procedures concerning students with disabilities).

### **Alternative Educational Programs**

Any or all alternative educational programs approved by the New York State Education Department will be considered as to their appropriateness based on the needs of a pupil **student**. These will be considered on a case-by-case basis.

### **Rights of Appeal**

Insofar as permitted by law, authority for the implementation of the Board policy on school conduct and discipline is delegated to the Superintendent. Any individual aggrieved by a finding of violation of this policy, and/or the disciplinary measures resulting there from, may appeal to the Superintendent.

Such appeals must be in writing and submitted to the Superintendent within thirty (30) days of the initial decision to be appealed. The Superintendent shall review and decide the appeal within thirty (30) school days following its submission. The appeal may be determined solely upon written papers or such further investigation as the Superintendent, in the Superintendent's sole and unrestrained discretion, shall deem pertinent to the questions presented on appeal.

The District shall ensure that all District staff members are familiar with the content of the Code of Conduct and their responsibility in its implementation and enforcement through annual staff and new teacher orientation meetings

The Code of Conduct will have been adopted by the Board only after at least one public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. Copies of the Code of Conduct shall be disseminated pursuant to law and Commissioner's Regulations.

The Code of Conduct shall be reviewed on an annual basis, and updated as necessary in accordance with law. The Board shall reapprove any updated Code of Conduct or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The District shall file a copy of its Code of Conduct and all amendments to the Code with the Commissioner of Education no later than thirty (30) days after their respective adoptions.

PITTSFORD CENTRAL SCHOOL DISTRICT  
Board of Education Meeting  
Monday, May 21, 2018  
Board Room - Barker Road Middle School

A RECEPTION for tenure recipients was held at 6:30 p.m. where friends and family members attended to celebrate the occasion. Mr. Pero welcomed everyone and began by noting that tenure is not a rite of passage but symbolizes hard work, demonstrated success and knowledge skills relevant to each position. Mr. Cerbone, president, on behalf PDTA, gave a warm welcome and congratulations to everyone present noting personal investment and dedication to our students is recognized, appreciated and celebrated at this event.

The REGULAR MEETING of the Pittsford Central School District Board of Education began at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, May 21, 2018.

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

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

OTHERS PRESENT: *The sign-in sheet is duly made a part of these minutes and kept in a supplemental file for this meeting.*

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

2. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening’s meeting with the addition of two items: A cross contract with BOCES and an additional Human Resource appointment.

**APPROVED:  
AGENDA**

Vote: Unanimously carried

3. Mrs. Thomas gave warm wishes to friends and family who accompanied tenure recipients and congratulated the recipients on behalf of the entire Board. Mrs. Thomas said that it is most exciting to see them as the future of the District.

4. Motion was made by Mrs. Narotsky, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following tenure appointments:

**APPROVED  
TENURE  
APPOINTMENTS**

Vote: Unanimously carried

Name: Carissa Carlsen  
Position: Park Road Elementary School Reading / Special Education  
Tenure Area: Reading / Special Education  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Professional

Name: Elizabeth Day  
Position: Park Road Elementary School Reading  
Tenure Area: Reading  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Professional

Name: Sara Dehm  
Position: Allen Creek Elementary School Grade 4  
Tenure Area: Elementary  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Professional

83.

Name: Tammy Engert  
Position: Mendon Center Elementary School Grade 4  
Tenure Area: Elementary  
Probationary Period: 11/01/2015 – 10/31/2018  
Certification: Permanent

Name: Leslie Hanellin  
Position: Sutherland High School Science  
Tenure Area: Science  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Permanent

Name: Dawn Howe  
Position: Sutherland High School Counseling  
Tenure Area: Counseling and Guidance  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Permanent

Name: Meghan Hurley  
Position: Thornell Road Elementary School Speech  
Tenure Area: Speech and Hearing  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Initial

Name: Christine Lappas  
Position: Barker Road Middle School Reading  
Tenure Area: Reading  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Permanent

Name: Matthew Lindstrom  
Position: Mendon High School English  
Tenure Area: English  
Probationary Period: 10/15/2015 – 10/14/2018  
Certification: Professional

Name: Jenna Randisi  
Position: Allen Creek Elementary School Counselor  
Tenure Area: Counseling and Guidance  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Permanent

Name: Michele Slominski  
Position: Mendon High School Chemistry  
Tenure Area: Science  
Probationary Period: 08/31/2015 – 08/30/2018  
Certification: Permanent

Name: Nicole Zaromitidis  
Position: Calkins Road Middle School Special Education  
Tenure Area: Special Education  
Probationary Period: 09/01/2014 – 08/31/2018  
Certification: Permanent

5. Certificates and pins were handed out by Mr. Cerbone, Mr. Pero and Ms. Warchol.

6. Short break took place at this time.



7. Mr. Karl Thielking, principal, was present to give a report to the Board on the activities at MHS. Mr. Fred Ricci was present to talk about the "WIN" (What I Need) pilot. Mr. Pero thanked them and others for all the work done on this project.

8. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its Regular Meeting of May 7, 2018. **APPROVED: MINUTES 5/7/18**  
Vote: Unanimously carried

9. Public comment period:

Mrs. Commisso and Mr. Eckhardt, residents, asked questions about the recent MHS music trip that was cancelled. Mr. Pero responded to them.

10. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the following record of the May 15, 2018, Budget Vote/Board of Education election: **ACCEPTED: MAY 15, 2018 VOTE/ELECTION**

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 15, 2018, in the Barker Road Middle School Gymnasium.

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

Inspectors of Election:

Dolores Hoffmann, Rosemarie Burke, Ruth Hedin, Ann Parker, Stacey Freed, Nancy Wahl, Helene Newman.

Election Clerks:

Carol Bradshaw, Rose Marie Carey, Germaine Chaput, Barb Chiacchierini, Camille Clayton, Joel Evans, Marlain Evans, Jeanne Feldman, Anna Gorbald, Mary Hamblin, Margie Hart, Suzanne Isgrigg, Paula Lobe, Sharon Maragus, Marilyn Meritt, Marigrace Piazza, Suzanne Remington, Dan Sanfrantello, Alice Silver, Betsey Soffer, Linda Traynor, Ann VanBork, Judy Weniger, Betsy Whitehouse, Susan Gould, Robin Scott, Sarah Pelusio, Erin Janson, Kim Huels, Laura Schultiz, Nahoko Kawakyu O'Connor, Anna Griebel, Carey Sisson, Ann Silkey, Laura Rocca, Jessica Izzo, Leslie Kotalik, Jane McConnichie, Liz Salamone, Beth Garver Beha, Ann Binstock, Mrudula Revankar, Jill Harter Lennox, Julie Swager-Reynolds, Karen McCarthy, Gulnar Raman, Patricia Damon, Marla Cain, Karin Fitch, Sue Spall, Anne Veness-Bell, Cindy Wilson, Cindy Merrifield Tarryn Rosen, Kirsten Manske, Renee McQuillen, Mary Jo Bonin, Margaret Schenkel, Sharon Chen Lin, Logan Hazen, Liz Norton

The following are hereby appointed as Substitute Election Clerks: Victoria Coleman, Heather Frank, Paula Jamison, Sarah Woodward, Natasha Saubermann, Marni Kleper, Deborah Tedrick, Michael Delgado

**CHIEF INSPECTOR/CHAIRPERSON OF ELECTION:**

Mrs. Cynthia Coleman

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

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

85.

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

Budget Proposition:	\$136,544,880	Yes: 2061	No: 701
Proposition #1: Capital Reserve Fund		Yes: 2357	No: 403
Purchase of Buses			

Candidates: Irene Feldman Narotsky: 2187, Valerie Baum: 2171, René Sanchez-Kazacos: 2145

Write-ins: 133 – the complete list is duly made part of these minutes and kept in the supplemental file for this meeting.

Total Number of Voters: 2763

11. Motion was made by Mrs. Baum, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer’s Report for the period ending April 30, 2018. **ACCEPTED TREASURER’S REPORT**  
 Vote: Unanimously carried

12. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky and carried regarding the following resolution: **APPROVED: IT BUDGET**  
 Vote: Unanimously carried

**Be It Resolved**, that the Board of Education of the Pittsford Central School District at its regular meeting does hereby approve the budget transfer of funds as stated below:

**\$596,473**

From:	To:
830 9060 800 Health Insurance	660/530 2630 490 Instruc. Tech BOCES

13. Motion was made by Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution: **APPROVED: FDK BUDGET TRANSFER**  
 Vote: Unanimously carried

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting, May 21, 2018 does hereby approve the transfer of \$68,346 from unexpended balance in the Health Insurance code to Elementary Regular Education Equipment. This transfer is for the ordinary contingent expenditures related to the furniture and equipment necessary for new classrooms to implement Full-Day Kindergarten as approved by a majority of the voters of the Pittsford Central School District.

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

**A. Change of Status – Part-time to Tenured**

Name:	Sarah Kempster
Position:	PRE Grade 2
Type of Position:	Tenured
Tenure Area:	Elementary
Probationary Period:	N/A
Certification:	Professional
Effective Date:	August 30, 2018

**B. Change of Status – Regular Sub to Probationary**

Name: Sarah Eisenmenger  
 Position: MCE Grade 4  
 Type of Position: Probationary  
 Tenure Area: Elementary  
 Probationary Period: 01/29/2018 – 01/28/2022  
 Certification: Initial  
 Effective Date: August 30, 2018

Name: Emily Contino  
 Position: MCE Grade 3  
 Type of Position: Probationary  
 Tenure Area: Elementary  
 Probationary Period: 11/17/2017 – 11/16/2021  
 Certification: Initial  
 Effective Date: August 30, 2018

Name: Michelle Stewart  
 Position: MCE Grade 3  
 Type of Position: Probationary  
 Tenure Area: Elementary  
 Probationary Period: 1/05/2018 – 1/04/2022  
 Certification: Professional  
 Effective Date: August 30, 2018

**C. Appointment – Teacher**

Name: Hannah Johnson  
 Position: JRE Grade 4  
 Type of Position: Regular Sub  
 Tenure Area: Elementary  
 Probationary Period: N/A  
 Certification: Initial  
 Salary: \$43,576  
 Effective Date: March 24, 2018 – June 30, 2018

Name: Victoria Starr  
 Position: MCE Kindergarten  
 Type of Position: Probationary  
 Tenure Area: Elementary  
 Probationary Period: 08/30/2018 – 08/29/2022  
 Certification: Initial  
 Salary: \$48,891  
 Effective Date: August 30, 2018

**D. Appointment - Confidential Staff**

Name: Deborah Carpenter  
 Position: Executive Assistant to the Superintendent of Schools  
 Type of Position: Confidential – Exempt  
 Salary: \$50,000.00  
 Effective Date: July 1, 2018

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

**APPROVED:  
 SUPPORT STAFF  
 REPORT**

87.

<u>RETIREMENTS</u>			<u>LENGTH</u>		
<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>	
Nora Sponholz	Bus Driver	BG	11 yrs	5/26/18	

APPOINTMENTS

<u>CUST/MAINT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Andrew Bishoping	Summer Help	Grounds	8/day	6/14/18	\$10.50/hr.
Alex McPherson	Summer Help	Tech	7.5/day	5/21/18	10.50/hr.
Christopher Fursman	Summer Help	Grounds	8/day	6/25/18	10.50/hr.

RESIGNATIONS

<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH</u>	<u>DATE</u>	
			<u>OF SVC</u>		
Ronald Garwood	Bus Driver	BG	6 yrs	6/22/18	

16. Mr. Al DeCarlo was present to talk to the Board about the Drivers Education program noting the purchase of two new cars this summer and one more in the near future. Mr. DeCarlo said that it has been five years since a tuition hike. He stated that the focus of our program is on defensive driving and the #1 distraction for drivers is the navigation system.

17. Dr. Vaughan-Brogan presented information to the Board on the current Youth Risk Behavior Survey which is done in the spring of each year. The total participants this year was 1613. Dr. Vaughan-Brogan showed comparative data which is in percentages. It was noted that this is student perception and that not every student answered every question. All answers are anonymous. Mrs. Kane, Dr. Cimmerer and Mrs. Pawluckie were thanked for their work on the survey. The bottom line is that all levels are looked at and that guides the District priorities. A brief discussion ensued with members asking questions.

18. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves calling an Executive Session for the purpose of discussing a particular person, where no official business will be conducted. This session will take place immediately following Regular Session.  
Vote: Unanimously carried

**APPROVED:  
EXECUTIVE  
SESSION**

19. Motion was made by Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution:  
Vote: Unanimously carried

**APPROVED:  
LAWSUIT  
REIMBURSEMENT  
OF FUNDS**

BE IT RESOLVED, that the Board of Education hereby directs the Superintendent of Schools to take the steps necessary to obtain reimbursement of all funds paid pursuant to a contract with Student Tours and Travel and authorizes the District's legal counsel to commence all legal proceedings as are necessary to secure the return of such funds.

20. Mr. Pero thanked Mrs. Jeanne Strazzabosco for her work on the Kicks For Campers program which raised \$17,000 for scholarships going to students attending overnight camp. Mr. Pero also thanked Board members, audience members, and the Central Office team for their participation. Around 600 students participated this year.

Mr. Pero noted the Unified Basketball game taking place on Thursday.

Mr. Pero said that over \$2000 has been transferred into the Student Opportunity Fund and that many future donations will go into this fund.

21. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty 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	\$46,995.60
Ice Cream 18/19	Hershey's Ice Cream (est.)	13,997.76
Beverage 18/19	Various Vendors	44,556.50
Bread Supply 18/19	Midstate Bakery Distributors, Inc.	4,242.00
Fresh Produce 18/19	American Fruit & Vegetable Co, Inc.	29,387.60
Milk and Juice 18/19	Upstate Niagara Cooperative, Inc. (est.)	\$ 67,322.33
Natural Gas –(cooperative bid)	2018-2019 Budget	796,000.00 (budgeted)
Industrial Arts Supplies	Various Vendors	2,736.66
Custodial Supplies	Various Vendors	65,558.86

*All bids in their entirety are duly made a part of these minutes and kept in a supplemental file for this meeting.*

#### Joint Municipal Cooperative Bidding Program

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Pittsford Central School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

89.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

*Committee on Special Education: Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Requested Review, Requested Review Transfer Students.*

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

*Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Reevaluation Review Gifts to the District:*

Donation of homework folders from PTSA for students at Mendon Center Elementary School for the 2018-2019 school year. (Total cost is \$1705.00)

Donation of \$2,400.00 from K.E.E.P. for 14 tablet computers to be used as a pilot at Calkins Road Middle School for potential use in all Art rooms in the District.

Donation of \$1,650.00 from K.E.E.P. for the Student Opportunity Fund in the Pittsford School District.

22. Public comment:

Mrs. Commisso asked another question about the MHS cancelled field trip. Mr. Pero responded

23. Mr. Cerbone, president of PDTA noted a \$350 surplus in their account that they will donate to the Student Opportunity Fund.

24. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves recessing its Regular Meeting to enter into Executive Session at 8:39 p.m.

**APPROVED:  
RECESS**

Vote: Unanimously carried

25. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session and Regular Meeting at 10:55 p.m.

**APPROVED:  
ADJOURNMENT**

Vote: Unanimously carried

Respectfully submitted,



Veronica M. Walker  
School District Clerk

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# Pittsford Schools

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

585.267.1053

Fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
*Assistant Superintendent for Business*

Date: May 29, 2018

To: Michael Pero, Superintendent of Schools

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

Re: 2018-2019 Food Service Budget and Prices

As you know, June 30<sup>th</sup> marks the completion of our sixth year of non-participation in the Federal or State Child Nutrition program. While we are still in the process of closing the books we are able to make accurate projections on program performance. Five years ago, due to the loss of Federal and State subsidy of the program, we projected an operation deficit of more than \$300,000. The strategy was to utilize the School Lunch Fund's healthy Fund Balance to help support the program while we took measures to regain our customer base. I am pleased to report that it appears the budget will break even this year, with the possibility of a small surplus without the use of Fund Balance. This is due in large part to the efforts of the Food Service team through careful management of personnel and purchasing. It is important to note that \$69,000 is attributable to continuing to provide Free and Reduced price lunches and breakfasts to eligible families.

This year saw a significant increase to ala carte sales. Further monitoring of expenses by all Food Service staff helped protect the bottom line by employing the following measures:

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

In light of the above facts and as a result of our many meetings and analysis throughout the year, we believe the improved sales and financial performance indicates we are on the right path. Due to the healthy ala carte options, the increased cost to purchase these items and an effort to steer students to healthy choices, we do recommend raising some ala carte prices as necessary. Unfortunately, due to the NYS required minimum wage increase we are also recommending a meal price increase; the last increase was in the 2016-17 school year.

Michael Pero, Superintendent of Schools, Pittsford Central School District

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

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

We therefore recommend the 2018-2019 Proposed Budget of \$1,928,209, which is a 2.6% increase from the 2017-2018 budget. We also recommend that lunch prices be approved to increase \$0.25 each, the breakfast price will remain at its current price (\$2.25). To remain within the budget we will continue to employ the following efficiency and revenue enhancement measures:

- Continue to refine labor staffing and hours assigned as the program dictates
- Free and Reduced Lunch Verification Procedures – despite no longer being in the Federal Program, the Board of Education wanted to continue to provide healthy foods to Free and Reduced students that met the same criteria as the Federal Personal Income Guidelines. We will continue this practice for 2018-2019, with the following changes established:
  - Federal Law requires an income verification process every October on just 3% of those that have applied. The law also allows those that were eligible the previous June to be carried forward to receive meals in September and October. The law also allows an eligible family to remain eligible for the entire school year even if there is a change in their income status during the school year.
  - Since we are no longer in the Federal Program, we are really running our own Free and Reduced program and therefore our income verification process commences in the spring. There is no need for “automatic carryover” in the fall. Also, we are performing income verification on all applicants not just 3% of those who applied, and may do so throughout the year.

It is important for everyone to remember that School Food Service is **not** required, and especially now that we are no longer in the Federal Program, we truly are a self-supporting business entity. However, you can see below there are many things a school does that puts constraints on our business that no other business must contend with.

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

- Free and Reduced eligible students comprise approximately 4% of the District’s enrollment; they comprise more than 10% of complete lunch sales, and that is a sale with all cost and no revenue. (Non-residents comprise 40% of the Free and Reduced eligible students.)
- Open Campus – while having some security and liability concerns it also lowers ADP.
- Ordering In – Some schools allow students to order take-out or parents drop off takeout. This poses security concerns from propped open doors and unidentified packages dropped off at main office, as well as office and security staff off task when getting food to students. Students eat the take-out in the cafeteria and our program pays for napkins, straws, plates, utensils, waste collection and cleaning.
- When outside groups have Pizza Days and buy third party pizza, or fundraisers, etc. it diminishes sales and customer base, yet often they utilize Food Service facilities and supplies. There also could be a perceived discrimination question when paying students buy the fundraiser pizza, but Free and Reduced students get a school lunch.
- When year-end parties and picnics are held, and the Food Service staff is not notified, food is prepared for a normal serving day, thus increasing costs and waste while decreasing revenues for that serving day.

- NYS mandated minimum wage increases will directly affect the Food Service Department.

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

***THEREFORE BE IT RESOLVED*** that the Board of Education of the Pittsford Central School District hereby approves the 2018-2019 School Food Service budget and meal prices detailed below:

<i>Grade Level</i>	<i>2017-2018</i>	<i>2018-2019</i>	<i>Change</i>
Elementary	\$3.00	\$3.25	\$0.25
Secondary	\$3.25	\$3.50	\$0.25
Breakfast	\$2.25	\$2.25	\$0.25
Adult Ala Carte	\$5.00	\$5.25	\$0.25
Annual Budget	\$1,879,081	\$1,928,209	2.61%

*DTK:kd*

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



**PITTSFORD CSD SCHOOL LUNCH BUDGET 2018-19**

REVENUES:	Adopted	Actual	Adopted	Estimated	Proposed	Percent Change
	Revenue 2016-17	Revenue 2016-17	Revenue 2017-18	Revenue 2017-18	Revenue 2018-19	
Student Sales	707,498	692,990	702,990	701,181	731,699	
Adult Sales	53,070	49,770	52,296	50,120	54,607	
Adult/Ala Carte Sales	942,438	952,771	920,404	973,656	956,643	
Vending Sales	16,199	15,658	15,910	15,112	15,515	
Catering	9,143	8,560	7,500	10,667	5,500	
State and Federal Aid	-	-	-	-	-	
Interest/Other/Commodities	300	2,875	1,000	2,347	-	
Appropriated Fund Balance	182,630	55,469	178,981	10,683	164,245	
	<b>\$ 1,911,278</b>	<b>\$ 1,777,914</b>	<b>\$ 1,879,081</b>	<b>\$ 1,763,766</b>	<b>\$ 1,928,209</b>	2.61%
<b>APPROPRIATIONS:</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>	
	<b>Appropriation</b>	<b>Appropriation</b>	<b>Appropriation</b>	<b>Appropriation</b>	<b>Appropriation</b>	
	<b>2016-17</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	
Salaries	695,776	668,192	690,812	662,508	719,573	
Food Inventory/Supplies	671,056	646,837	679,182	645,213	668,355	
Contractual/Repairs	61,108	29,193	47,940	44,213	40,100	
Equipment	35,000	34,237	25,000	-	35,000	
Benefits	448,338	399,454	436,167	411,832	455,181	
	<b>\$ 1,911,278</b>	<b>\$ 1,777,914</b>	<b>\$ 1,879,081</b>	<b>\$ 1,763,766</b>	<b>\$ 1,928,209</b>	2.61%
<b>BREAKFAST &amp; LUNCH PRICES:</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>		
	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>		
Elementary	\$2.75	\$3.00	\$3.00	\$3.25		
Middle School	\$3.00	\$3.25	\$3.25	\$3.50		
High School	\$3.00	\$3.25	\$3.25	\$3.50		
Adult	Ala Carte	\$5.00	\$5.00	\$5.25		

<u>HOT SANDWICHES</u>	\$2.75
<u>COLD SANDWICHES</u>	\$2.75
<u>SUB OR WRAP</u>	\$4.25

<u>SALADS</u>	
Yogurt – 4 oz.	\$0.75
Yogurt – 8 oz.	\$1.25
Fruit and Yogurt Parfait	\$2.75
Gourmet Salad	\$4.25

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

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

<u>HOT ENTREES</u>	\$2.75
<u>PIZZA SLICE</u>	\$2.75
<u>CHICKEN BOWL</u>	\$3.75

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

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

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

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

Adult Lunch=Main Entrée  
plus 2 sides \$5.25

\*\*Taxes WILL apply\*\*

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

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

Pittsford  
Schools



# Pittsford Schools

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

fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
*Assistant Superintendent for Business*

Date: June 1, 2018  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*  
Re: SEQRA Declaration Resolution – Allen Creek Elementary Site Work

To accommodate the additional staff needed for the expansion of our kindergarten into a full day program, the parking lot at Allen Creek Elementary School must be expanded. After consultation with Mr. Edward Premo, Esq. of Harter, Secrest & Emery LLP it has been determined that this expansion would be a “Type II” action – not subject to the requirements of SEQRA. The resolution is for State Environmental Quality Review Assessment (SEQRA), where the Board is declaring the project a negative Type II determination. Basically this means that we are renovating an existing area, we are not changing a purpose, and we are adding only minimal additional space which will not have an adverse environmental impact.

The following resolution is presented to the Board of Education for consideration:

## RESOLUTION

**WHEREAS**, the Board of Education of the Pittsford Central School District is considering to undertake certain improvements to the Allen Creek Elementary School site consisting of the addition of approximately 38 parking spaces, associated storm water management area and facilities and related landscaping (the “Project”); and

**WHEREAS**, the proposed the Project is a routine activity of an educational institution for the purpose of replacement, rehabilitation or reconstruction of a structure or facility including upgrades to meet code or legal requirements, in kind; and/or expansion of an accessory/appurtenant non-residential facility involving less than 4,000 square feet of gross floor area or routine activities of educational institution involving expansion of existing facilities by less than 10,000 square feet of gross floor area; and

**WHEREAS**, such actions are deemed, pursuant to the regulations adopted by the New York State Department of Environmental Conservation, to be “Type II” actions and are not subject to the requirements of the New York State Environmental Quality Review Act;

**NOW THEREFORE IT IS RESOLVED**, that the proposed proposition is a Type II action pursuant to 6 NYCRR § 617.5(c) and that further review pursuant to the New York State Environmental Quality Review Act is not necessary.

*DTK:kd*

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

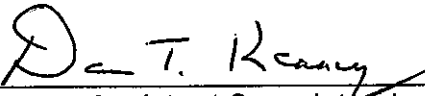
## RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education  
From: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston)  
BOE Date: June 4, 2018  
Topic: BOCES II Cooperative Athletic Supplies RFB-1829-18  
Date Advertised: April 4, 2018, *Democrat & Chronicle*  
Bid Opening Date: April 25, 2018  
Bid Opening Time: 2:00 PM, BOCES II  
Fund: 2018-2019 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
<b>Athletic Supplies</b>		
	ARC Sports	1,891.60
	BSN Sports	1,963.80
	Gopher Sport	192.06
	Jim Dalberth Sporting Goods	3,028.22
	Laux Sporting goods	17,094.20
	Pyramid School Products	324.95
	Scholastic Sports Sales	1,460.98
	Triple Crown Sports	800.20
	Varsity Spirit Fashions	945.00
	<b>TOTAL:</b>	<b>\$ 27,701.01</b>

**Comments:** BOCES II Cooperative Athletic Supplies Bid contract is 07/01/18 - 06/30/19. Pittsford and thirteen (13) districts participated. The bid was reviewed by Rose Brennan, BOCES II Bid Coordinator, Cynthia Heagerty, Deputy Purchasing Agent, and Karen L. Houston, Purchasing Agent. Bid represents 74 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.

  
\_\_\_\_\_  
Darrin Kenney, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education  
From: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE Date: June 4, 2018  
PCSD Bid Title: NYS PS916-36 Rubbish Removal Mini Bid  
OGS Contract Title: Recycling and Trash Removal Services  
OGS Master Contract #: PS916AA  
OGS Award #: 22760-SW  
FUNDS: 2018-2020 O&M Contractual Budget 640-1620-400

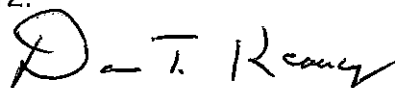
**BE IT RESOLVED**, That the Board of Education of the Pittsford Central School District award a contract to the following vendor as low responsive bidder meeting specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
18-20 Rubbish Removal	*Waste Management of New York	\$ 70,253.20
<b>TOTAL:</b>		<u>\$ 70,253.20</u>

**Comments:** Rubbish Removal Service contract runs July 1, 2018 through November 30, 2020. Bid responses reviewed by Marcia Holmes, Coordinator of Support Services and Karen Houston, Purchasing Agent. Recommendation for award for Pittsford Central School District is Waste Management the only vendor awarded the New York State Rubbish Removal Contract for Monroe County, NY.

\*Awarded bid pricing will be in effect for one (1) year from the start date of the Contract. After the first year, Contractor may request a CPI adjustment to their pricing. The CPI adjustment shall apply to all Master Contract and Mini-bid Contract unit pricing except for the Recyclable Floor Price and Revenue Sharing Percentage.

On each annual anniversary date of the Master Contract the Contractor may request a rate change (increase or decrease) from Procurement Services for the respective Master Contract Unit Prices based upon fluctuations in the latest published copy of the Consumer Price Index for all urban consumers as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.



Darrin Kenney, Assistant Superintendent for Business



To: Michael Pero

From: Patricia Vaughan-Brogan

PVB

Date: May 29, 2018

Re: Driver Education Program Budget Approval Request

---

I am enclosing the 2018-19 proposed budget for the Driver's Education Program. At the last Board of Education meeting, Mr. Al DeCarlo (coordinator of the program) provided a status report about the program. We are pleased to share the Program is operating in the black, with a fund balance that has allowed us to purchase a new car. I am requesting Board approval of the budget for the 2018-19 school year.

***THEREFORE BE IT RESOLVED THAT THE*** Board of Education of the Pittsford Central School District hereby approves the 2018-19 Driver Education Program budget of \$121,424.50.

**Pittsford CSD  
Drivers Education  
2018-19 Budget Proposal**

	Drivers Ed 2017-18 <b>ODE18</b> Actual	Drivers Ed 2018-19 <b>ODE19</b> Proposed	Estimated Increase/ (Decrease)	Estimated Percentage Change
F-980.27 Miscellaneous/Donations	-	-	-	0.00%
F-980.27 Registrations & Make Up Fees (net of Refunds)	128,105.00	127,600.00	(505.00)	-0.39%
Use of Fund Balance				
Current Revenue	<u>128,105.00</u>	<u>127,600.00</u>	<u>(505.00)</u>	<u>-0.39%</u>
150 Instr Salaries	95,724.00	96,500.00	776.00	0.81%
160 Non-Instr Salaries	-	-	-	
200 Equipment	-	-	-	
400 Contr Exp	1,480.50	1,480.50	-	0.00%
415 Travel Exp	-	-	-	
490 BOCES Services	-	-	-	
500 Supplies	4,101.16	4,300.00	198.84	4.85%
800 Benefits	14,023.12	19,144.00	5,120.88	36.52%
900 Indirect Costs/Interfund Transfers	-	-	-	
Current Expense	<u>115,328.78</u>	<u>121,424.50</u>	<u>6,095.72</u>	<u>0.42</u>
Rev - Exp	12,776.22	6,175.50		
Income (loss)	<u>12,776.22</u>	<u>6,175.50</u>		
Fund balance	<u>12,776.22</u>	<u>6,175.50</u>		

Proposed revenue based upon projected enrollment of 220 students x \$580 = \$127,600

To: Michael Pero

From: Patricia Vaughan-Brogan



Date: May 29, 2018

Re: Summer Enrichment Institute Budget Approval Request

---

I am enclosing the 2018-19 proposed budget for the Summer Enrichment Institute. Last month, Mrs. Tracy Dickerson (coordinator of the program) provided a status report to the Board of Education. At that time, she indicated that the budget is a significant increase over last year in anticipation of operating all three shows this year. In the past few years, the high school did not have sufficient enrollment for that show to go on. Fortunately this year, all three shows (elementary, middle and high school) will run.

Please be aware of the footnote as a onetime salary adjustment of \$1000 is included for the Business Manager in reconciliation for a temporary salary reduction in a previous year. I am requesting Board approval of the budget for the 2018-19 school year.

***THEREFORE BE IT RESOLVED THAT THE*** Board of Education of the Pittsford Central School District hereby approves the 2018-19 Summer Enrichment Institute budget of \$93,277.

**Pittsford CSD  
Summer Enrichment  
2018-19 Budget Worksheet**

	Summer Enrichment 2016-17 Actual <b>0SE17</b>	Summer Enrichment 2017-18 Actual <b>0SE18</b>	Summer Enrichment 2018-19 <b>0SE19</b> Proposed	Estimated Increase/ (Decrease)	Estimated Percentage Change
F-980.27 Registrations/Misc/Donations (net of Refunds)	68,730.36	55,023.39	95,000.00	39,976.61	72.65%
Use of Fund Balance				-	100.00%
Current Revenue	68,730.36	55,023.39	95,000.00	39,976.61	72.65%
150 Instr Salaries	40,293.49	38,347.95	44,601.00	6,253.05	16.31%
160 Non-Instr Salaries (see note)			19,625.00	19,625.00	100.00%
200 Equipment					
400 Contr Exp**	2,350.00	7,751.25	10,726.00	2,974.75	38.38%
415 Travel Exp	-	-		-	0.00%
490 BOCES Services	-	-		-	0.00%
500 Supplies	2,519.94	3,373.13	7,425.00	4,051.87	120.12%
800 Benefits	7,196.39	6,586.06	10,900.00	4,313.94	65.50%
900 Indirect Costs/Interfund Transfers				-	0.00%
Current Expense	52,359.82	56,058.39	93,277.00	37,218.61	66.39%
Rev - Exp	16,370.54	(1,035.00)	1,723.00		
Opening Fund Balance	(12,308.05)	4,062.49	3,027.49		
Current Year Income (Loss)	16,370.54	(1,035.00)	1,723.00		
Current Year Fund Balance	4,062.49	3,027.49	4,750.49		

Note: The 2018-19 figure includes a one time payment of \$1000 for a previous year underpayment).



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: CRMS PTSA Phone: 645-2825  
Address: Carly Layton, CRMS PTSA Secretary, 30 Wood Hill Rd, Pittsford, NY, 14534  
School: Calkins Road Middle School Date: May 13, 2018

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

\$2,000 was given for end of school activities including trips to Seabreeze and Darien Lake.

2. Describe any conditions or restrictions for use.

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for the 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 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, Melissa Julian. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Baker.

Director's Approval:

Date:

Principals Approval:



Date: 5/21/18

Superintendent's Approval:



Date: 5/23/18

Board Action:

Date:

PITTSFORD CENTRAL SCHOOL DISTRICT  
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CRMS PTSA purchased and gifted school-wide student agendas at a cost of \$2,129

2. Describe any conditions or restrictions for use.

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Director's Approval:

Date:

Principals Approval:



Date: 5/21/18

Superintendent's Approval:



Date: 5/23/18

Board Action:

Date: