

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
MONDAY, FEBRUARY 12, 2018
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

6:00 P.M. – Budget Work Session (Board Room)

7:00 P.M. – Regular Meeting (will begin in the BRMS Auditorium)

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. PITTSFORD PRIDE
- V. APPROVAL OF MINUTES: January 22, 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 – next meeting – 3/21/18
 - 2. Executive Committee – next meeting – 2/28/18
 - 3. Information Exchange Committee – next meeting – 2/14/18
 - 4. Labor Relations Committee – next meeting – 2/28/18
 - 5. Legislative Committee – next meeting – 3/7/18
 - 6. Steering Committee – next meeting – 3/28/18
- B. Meeting Reports
 - 1. Legislative Breakfast – V. Baum/M. Pero
- C. Dates to Remember
 - 1. 2/19/18-2/23/18 – Schools Closed for President's Week Recess
 - 2. 2/27/18 – (Tuesday) Next Regularly Scheduled Meeting
- D. Board Candidacy

VIII. FINANCIAL REPORT – Mr. Kenney

- A. Action Items:
 - 1. Acceptance of the Single Audit Report (BOARD ACTION)
 - 2. Acceptance of the Extraclassroom Activity Report (BOARD ACTION)
 - 3. Acceptance of the Risk Assessment Report (BOARD ACTION)
 - 4. Bid Awards (See Consent Agenda)
 - a. BOCES II Cooperative 2018 Magazines
 - b. Rush-Henrietta Cooperative Blue Bird Body and Chassis Parts
- 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. SPECIAL EDUCATION REPORT – Ms. Woods
 - A. Action Items (See Consent Agenda)
 - 1. Committee on Special Education: Amendment – Agreement No Meetings, Initial Eligibility Determination Meetings, Reevaluation Reviews, Requested Reviews.
 - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Reevaluation Reviews, Requested Reviews.
 - 3. Committee on Preschool Special Education: Amendment – Agreement No Meeting, Reevaluation Review, Requested Review, Transfer Student – Agreement No Meeting.
 - B. Discussion:
 - C. Other:

- XI. SUPERINTENDENT’S REPORT – Mr. Pero
 - A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. 2018-2019 School Calendar (BOARD ACTION)
 - 3. Policy Approval – 2nd Reading (See Consent Agenda)
 - a. #3211-Use of Service Animals
 - B. Discussion:
 - 1. Policy Recommendation – 1st Reading
 - a. #5670-Records Management
 - 2. Mid-Year Status Reports
 - C. Other:
 - 1. K.E.E.P. Donation of \$2,000.00 (approved on 1/22/18)

- XII. CONSENT AGENDA (BOARD ACTION)
 - A. Bid Awards
 - B. Committee on Special Education
 - C. Sub-Committee on Special Education
 - D. Committee on Preschool Special Education
 - E. Policy Approval - #3211-Use of Service Animals


- XIII. OLD BUSINESS

- XIV. NEW BUSINESS

- XV. PUBLIC COMMENT

- XVI. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: (Tuesday) February 27, 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

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Monday, January 22, 2018
Board Room - Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, January 22, 2018.

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

BOARD MEMBERS ABSENT: I. Narotsky

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

OTHERS PRESENT: K. Evans, C. Constantino, S. Warchol, J. Keating, C. Dehn, M. Graney, M. Graham, K. Ronan, S. Li.

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 Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening's meeting.

APPROVED:
AGENDA

Vote: Unanimously carried by those present

3. Mr. Mark Puma, principal, was present to talk to the Board about the activities that are taking place at Sutherland High School. Mr. Puma thanked Jennifer Marren and Eileen Scoville, Assistant Principals, for their support. Ms. Marren spoke about the Sources of Strength Program.

Mr. Pero thanked all for bringing Sources of Strength to the high schools, noting that his Student Advisory Council places a high value on this program and the difference it has made around the buildings.

4. Motion was made by Mr. Aroesty, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its January 8, 2018, meeting.

APPROVED:
MINUTES
1/8/18

Vote: Unanimously carried by those present

5. Mrs. Thomas noted that the Annual Legislative Breakfast is scheduled for January 27.

6. Motion was made by Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer's Report for the period ending December 31, 2017.

ACCEPTED:
TREASURER'S
REPORT

Vote: Unanimously carried by those present

7. Motion was made by Mrs. McCluski, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the second Quarterly Extraclassroom Activities Report.

APPROVED:
EXTRA-
CLASSROOM
ACTIVITIES REPORT

Vote: Unanimously carried by those present

8. Motion was made by Mrs. Baum, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District at its regular meeting held on January 22, 2018, does hereby award the January 16, 2018, bids for Sutherland High School renovation work as follows:

APPROVED:
SHS NATATORIUM
RENOVATION
WORK

Vote: Unanimously carried by those present

Trade	Contractor	Award
General Construction Work	Javen Construction	\$ 667,500
Plumbing	Nairy Mechanical, LLC	\$ 46,700

50.

Mechanical	Lawman Heating & Cooling, Inc.	\$ 274,000
Electrical	Hewitt Young Electric LLC	\$ 85,200

9. Motion was made by Mrs. McCluski, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves allowing children of non-resident staff to enroll in the Pittsford Central Schools with payment of the following tuition for the 2017-2018 school year:

APPROVED:
NON-RESIDENT
TUITION (STAFF)

Vote: Unanimously carried by those present

Tuition charge for regular education students based on net cost per student:

Half-day kindergarten	\$ 6,603
Grades 1-6	\$14,059
Grades 7-12	\$14,880

Tuition charge for students receiving special education services:

Half-day kindergarten	\$24,783
Grades 1-6	\$50,418
Grades 7-12	\$51,239

An agreement will be executed for each non-resident student enrolling in PCSD under the PDTA contract and will describe terms for payment of tuition per Board Policy 7132.

10. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski 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. Appointment – Teacher

Name: Anna Lampanaro
 Position: MCE Art
 Type of Position: Part time
 Tenure Area: Art
 Probationary Period: N/A
 Certification: Initial
 Salary: \$20,508.80
 Effective Date: January 25, 2018

Name: Sarah Eisenmenger
 Position: CRMS Grade 6
 Type of Position: Regular Sub
 Tenure Area: Elementary
 Probationary Period: N/A
 Certification: Initial
 Salary: \$23,321
 Effective Date: January 29, 2018

B. Termination – Position Ending

Name: Kathleen Eckler
 Position: MCE Art
 Type of Position: Part time
 Effective Date: January 25, 2018

Name: Matthew Smith
 Position: SHS English
 Type of Position: Regular Sub
 Effective Date: January 25, 2018

C. Resignation for Retirement – Teacher

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Yrs. In District</u>	<u>Retirement Date</u>
Elizabeth Berens	CRMS	Grade 6	19	06/30/2018
Bernadette Canfield	TRE	Grade 3	29	06/30/2018
Pamela Carty	BRMS	Counselor	10	06/30/2018
Ellen Crowley	JRE	Speech	15	06/30/2018
Claudia Foti	CRMS	Home & Career	22	06/30/2018
Gail Habecker	JRE	Grade 1	30	06/30/2018
Katherine Matychak	PRE	Grade 5	13.5	06/30/2018
Sandra Mead-Allen	MHS	Science	16	06/30/2018
Donna Nichols	MCE	Kindergarten / SL	21.6	06/30/2018
Susan Stare	PRE	Grade 4 / SL	39	06/30/2018
Penny Vasile	JRE	Grade 2	18	06/30/2018
Robert Rountree	BRMS	Science	22	06/30/2018

It was noted that the above retirees represent 255 years in the District!

D. Resignation – School Related Professional

Lillian Ash

11. Motion was made by Mrs. Sanchez-Kazacos, 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:

APPROVED:
SUPPORT
STAFF REPORT

Vote: Unanimously carried by those present

RETIREMENTS

<u>CLERICAL</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Nancy Benson	Off Clk III	JR	13 yrs	7/31/18

APPOINTMENTS

<u>CUST/MAINT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Michael Murray	PT Cleaner	MHS	10/wk	1/13/18	\$11.00/hr.

APPOINTMENTS

<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Bobby Ruth	Bus Driver	BG	AM/PM/SUB	1/17/18	\$16.49/hr.

12. Mr. Leone gave a presentation to the Board on the Human Resource Department and its relation to the development of the District budget. Mr. Leone highlighted areas of responsibility, sectioning and staffing (a considerable budgetary impact), subject requests, enrollment trends and long term sustainability. (The entire presentation will be placed on our website)

13. 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 calling an Executive Session for the purpose of discussing the employment of a particular person, where no official business will be conducted. This session will take place immediately following the regular meeting.

APPROVED:
EXECUTIVE
SESSION

Vote: Unanimously carried by those present

14. Motion was made by Mr. Aroesty, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following Sutherland High School Field Trip to Myrtle Beach, SC from 3/29/18-4/6/18.

APPROVED:
SHS FIELD
TRIP

Vote: Unanimously carried by those present

15. Mr. Pero noted the policy recommendation for the Use of Service Animals as a first reading that will come to the Board at its next meeting for action.

16. Mr. Pero noted an initiative that the K.E.E.P. Foundation is doing to increase our student opportunity fund. The hope is that the fund will grow in order to be more proactive in helping students in need and families that are struggling. Annually staff is encouraged to donate to the fund through K.E.E.P. by way of United Way.

Mr. Pero said the District Planning Team will be talking about solidifying the District’s 2018-2019 budget guidelines. The document will come to the Board for feedback. Work is also being done on the idea of creating an Inclusivity Committee. Mr. Pero reported on the draft work of a committee charter which includes purpose and membership. He will come back to Board with more information as this moves along.

Mr. Pero noted that he is speaking at the Pittsford Chamber of Commerce this coming Thursday where he will talk about our academic excellence and rankings along with athletic, music and art excellence. Budget challenges, updates on full-day kindergarten, inclusivity, vision work and the Sources of Strength Program will also be included in the presentation.

Mr. Pero noted that at a recent Commissioner’s Advisory Council meeting in Albany, discussions took place on the following topics: the slowness of Smart Schools Bond Act monies and capital improvement approvals. Discussions also took place on the shift from the Common Core Learning Standards to next generation ELA and Math standards; multiple pathways to graduation; the 180 day flexibility, which is still out for public comment; teacher certification in computer science; and APPR.

Mr. Pero said that he and Mr. Kenney were part of a conference call this morning with the Governor’s office, where they worked on interpreting the Governor’s budget. Mr. Pero noted that we are receiving a .2% increase in foundation aid, which is the lowest amount in the state. With regard to clarification to full-day kindergarten funding, there is no change for year one, in year two we would receive 325,000 as an incentive. Our legislators are working hard on funding. Our question is do we actually get FDK funding or do we receive only half-day kindergarten aid? The good news is that last year there was no movement on FDK, but this year there is a recommendation by the Governor in the budget which allows for bargaining. Now Legislators have to fight for funding.

Mr. Aroesty asked a question about the policy under review as a first reading with regard to allergies, etc. Dr. Vaughan-Brogan is working on this information. Mr. Pero said we have not had a request for service dogs, however do need policy, regulations and processes in place.

17. 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 following items per the Consent Agenda:
Vote: Unanimously carried by those present

APPROVED:
CONSENT
AGENDA

Bid Award

Printer Supplies Various Vendors \$57,227.62 (estimated)

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

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

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

Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Reevaluation Review.

Gift to the District:

Donation of \$2,000.00 from the K.E.E.P. Foundation, through Charles Proffitt, to help cover the costs of parts and supplies for the Robotics team at Sutherland and Mendon High Schools.

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

APPROVED:
RECESS

Vote: Unanimously carried by those present

19. Motion was made by Mr. Aroesty, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of the Executive Session and Regular Meeting at 9:05 p.m.

APPROVED:
ADJOURNMENT

Vote: Unanimously carried by those present

Respectfully submitted,



Veronica M. Walker
School District Clerk

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: February 6, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business
Re: Audit Reports Approval

DTK

The Audit Oversight Committee (AOC) has reviewed the Single Audit (Federal Compliance) and the Extraclassroom Activities Audit conducted by the external auditor for the year ended June 30, 2017. In addition, the Committee also reviewed the Updated Internal Control Risk Assessment dated November 29, 2017.

The Single Audit received a clean opinion with no findings noted and the Extraclassroom Audit contained findings inherent to that operation, as well as a list of corrections of the prior year's findings. The Risk Assessment indicated no significant concerns. The AOC recommends that all audits be accepted by the Board of Education.

I have provided copies of both reports, audit comment responses, and the following resolutions for Board of Education action:

Be It Resolved, that the Board of Education, on the recommendation of the Audit Oversight Committee, accepts the Single Audit Report for year ended June 30, 2017.

Be It Also Resolved, that the Board of Education, on the recommendation of the Audit Oversight Committee, accepts the Extraclassroom Activity Funds Financial Report for year ended June 30, 2017.

Be It Also Resolved, that the Board of Education, on the recommendation of the Audit Oversight Committee, accepts the Updated Internal Control Risk Assessment dated January 31, 2018.

DTK:kd

Attachments
Cc: L. Reister

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: February 12, 2018
Topic: BOCES II Cooperative Magazine Bid RFB-1824-18
Date Advertised: December 21, 2017, *Democrat & Chronicle*
Date of Bid Opening: January 11, 2018
Time: 2:00 P.M., BOCES II
Source of Funds: Budget, Each Building or Department

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Magazine Subscriptions	Magazine Subscription Service Agency	\$ 9,701.18
TOTAL:		<u>\$ 9,701.18</u>

Comments: The BOCES II Cooperative Magazine Bid contract is 5/1/18- 4/30/19. Pittsford, BOCES, and eight other Districts participated. The bid was reviewed by Rose Brennan, BOCES II Bid Coordinator; Jessica Zepp, Purchasing Assistant; and Karen L Houston, Purchasing Agent. It is recommended for award to the responsive bidder meeting all required bid specifications. Subscriptions purchased from this bid are identified on an ongoing basis by budget managers in the departments and schools.

Darrin T. Kenney

Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

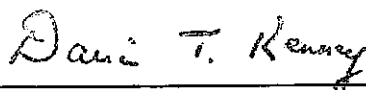
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston)
DATE: February 12, 2018
TOPIC: Rush-Henrietta Cooperative Blue Bird Body and Chassis Parts Bid
OPENED: January 16, 2018, 2:00 P.M.
SOURCE OF FUNDS: Transportation Budget

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

New York Bus Sales - 35% From Price List

Comments: Rush-Henrietta Cooperative Bid contract period is from date awarded by Board through 01/31/19. The bid was reviewed by Carol Wolfer, Rush-Henrietta Purchasing Agent. The bid contract is for actual quantities ordered during the contract period.



Darrin Kenney, Assistant Superintendent for Business

Community Relations

DRAFT

SUBJECT: USE OF SERVICE ANIMALS

The Board of Education allows the use of service animals on school grounds by individuals with disabilities, subject to restrictions permitted by federal and/or state law, and regulations established by the Superintendent of Schools or designee.

For the purpose of this policy, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, will not be considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Superintendent of Schools/designee will create regulations regarding the use of service animals on school grounds by individuals with disabilities. Procedures for permissible inquiries, responsibilities of handlers, inquiries of service procedures and the District's right to exclusion will be outlined in such regulations.

28 CFR Sections 35.104, 35.136, 35.139

Adopted: