

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
MONDAY, SEPTEMBER 11, 2017  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

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AGENDA

7:00 P.M.

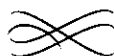
- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. APPROVAL OF MINUTES: August 8, 2017 (BOARD ACTION)
- V. PUBLIC COMMENT

*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.*
- VI. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board President's – next meeting – 10/4/17
    - 2. Executive Committee – next meeting – 9/13/17
    - 3. Information Exchange Committee – next meeting – 9/13/17
    - 4. Labor Relations Committee – next meeting – 9/27/17
    - 5. Legislative Committee – next meeting – 10/4/17
    - 6. Steering Committee – next meeting – 10/11/17
  - B. Other Meeting Reports
    - 1. Town/Village/School District Leadership
    - 2. Board Self-Evaluation
  - C. Dates to Remember
    - 1. 9/14/17 - Board Visit/Tour at Jefferson Road Elementary School (7:15 Tour/7:30 Visit)
    - 2. 9/21/17 – MCSBA Fall Law Conference – Double Tree Inn – 8:00 am-12:00 pm
    - 3. 9/27/17 – **(Wednesday)** Next Regularly Scheduled Meeting
- VII. FINANCIAL REPORT – Mr. Kenney
  - A. Action Items:
    - 1. Phase 5 Bids – Capital Reserve – Amendment (BOARD ACTION)
    - 2. Pittsford Youth Service Authorization of Contracts (BOARD ACTION)
    - 3. Bid Awards (See Consent Agenda)
      - a. BOCES II Cooperative Bus Parts
      - b. Musical Instruments 2
      - c. Surplus Textbooks
  - B. Discussion:
  - C. Other

- VIII. HUMAN RESOURCE REPORT – Mr. Leone
  - A. Action Items;
    - 1. Professional Staff Report (BOARD ACTION)
    - 2. Support Staff Report (BOARD ACTION)
  - B. Discussion:
  - C. Other:
  
- IX. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items (See Consent Agenda)
    - 1. Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Reevaluation Transfer Student, Requested Reviews, Requested Review CPSE to CSE Transitions, Requested Review Transfer Students, Transfer Student – Agreement No Meeting.
    - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews, Requested Reviews.
    - 3. Committee on Preschool Special Education: Amendment – Agreement No Meeting, Annual Reviews, Initial Eligibility Determination Meetings, Requested Review.
  - B. Discussion:
  - C. Other:
  
- X. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. Field Trip Request to Montreal, Canada (SHS/MHS) (BOARD ACTION)
    - 3. Field Trip Request to Toronto, Canada (BOARD ACTION)  
(BRMS/CRMS/MHS/SHS)
    - 4. Field Trip Request to Washington, DC (CRMS) (BOARD ACTION)
    - 5. Field Trip Request to Washington, DC (MHS) (BOARD ACTION)
    - 6. Field Trip Request to Boston, MA (MHS/SHS) (BOARD ACTION)
  - B. Discussion:
  - C. Other:
  
- XI. CONSENT AGENDA (BOARD ACTION)
  - A. Bid Awards
  - B. Committee on Special Education
  - C. Sub-Committee on Special Education
  - D. Committee on Preschool Special Education
  
- XII. OLD BUSINESS
  
- XIII. NEW BUSINESS
  
- XIV. PUBLIC COMMENT
  
- XV. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: (Wednesday) September 27, 2017



*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)***

11.

*For Board  
Approval*

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Board of Education Meeting  
Tuesday, August 8, 2017  
Barker Road Middle School

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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 Tuesday, August 8, 2017.

BOARD 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. Ward, M. Leone, J. Cimmerer, P. Vaughan-Brogan,  
N. Wayman, E. Woods.

OTHERS PRESENT: Girls Section Five Class A State Champion Lacrosse Team and their families and friends,  
The Honorable Senator Rich Funke, Matt Nelligan, Kevin Knapp, Scott Barker, Kirsten Manske

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 meeting.

**APPROVED:**  
**AGENDA**

Vote: Unanimously carried

3. Mrs. Thomas announced that the Honorable Senator Rich Funke was present along with his Chief of Staff, Matt Nelligan and Director of Communications, Kevin Knapp to present a resolution to Lacrosse team members and Coach Lopez.

Mr. Pero said that Senator Funke has helped our District out tremendously advocating for Full Day Kindergarten. The District appreciates everything he has done.

Mr. Pero said to the team members that they have brought a sense of pride to Pittsford and impacted the greater community. They showed such resiliency and perseverance in their choice to fight harder and try harder. Mr. Pero thanked them for adding value to the Pittsford community.

Senator Funke came to the podium and thanked Mrs. Thomas, Mr. Pero, School Board members, students and parents. As he spoke to the team he noted that they will always be the first girls' team to win a Section V title! They will never forget giving up the two goal lead and what it took to bounce back to win in sudden death! The Senator noted the literal explosion of girls' sports on the high school level over the course of him covering Section V sports. He said that it was an honor and a privilege to represent this team on the floor of the New York State Senate before the session was over in June. Senator Funke invited the team to come to Albany anytime. A copy of his resolution was given personally to each member of the team and Coach Lopez.

4. Motion was made by Mrs. Baum, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its July 11, 2017, Reorganization and Regular Meetings.

**APPROVED:**  
**MINUTES**  
**7/11/17**

Vote: Unanimously carried

5. Board Reports: A report was given by Mrs. Narotsky and Mrs. Baum, regarding the recent NYSSBA Law Conference. They noted that among the topics covered were: ADA website compliance, Special Education policies, Health Insurance, career and technology education, and the Rowley Decision.

Mrs. Baum gave a report to the Board on the MCSBA meeting with federal representatives and highly recommended others to meet with legislators as they need to know what is happening in education. The topic of advocacy was discussed at the meeting. Mrs. Baum said residents should contact committee chairs, find out allies and contact those sitting on the fence. Faxing to legislators is better than Email.

6. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the 2017/2018 Board Governing Mission and Communications Agreement.

**APPROVED:**  
**MISSION/**  
**COMMUNICATIONS**  
**AGREEMENT**

Vote: Unanimously carried

All Board members participated in reading each of the items written on these two documents. Then each document was signed by the Board members.

7. Motion was made by Mrs. McCluski, seconded by Mrs. Thomas and carried regarding the following resolution:

**APPROVED:**  
**TAX LEVY**

Vote: Unanimously carried

**BE IT RESOLVED** that the valuation of the property comprising Pittsford Central School District, State of New York, Counties of Monroe and Ontario, as shown on the District Assessment rolls, and certified by the respective assessors of the towns in the district be approved; THAT a sum not to exceed \$97,875,108 be levied in the form of a tax on the property set forth on the aforementioned assessment rolls; that the Board of Education has retained up to \$1,534,000 in unexpended surplus funds and, in compliance with the law, such unexpended surplus funds have been applied in determining the amount of the school tax levy; and that the warrant therefore and the rolls thereof, be executed by a majority of the members of the Board of Education; and that the receiver of taxes be authorized to collect taxes on said warrant for a period of 30 days, beginning September 1, 2017, without penalty, and for a period of 31 days thereafter with a two percent (2%) penalty, as provided by the statute.

8. Motion was made by Mr. Aroesty, seconded by Mrs. Baum and carried regarding the following resolutions:

**APPROVED:**  
**YEAR-END**  
**TRANSFERS**

Vote: Unanimously carried

#### **Bus Purchase Reserve Resolution**

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting of August 8, 2017 does hereby authorize the transfer of Seven Hundred Thousand Dollars (\$700,000) of unappropriated fund balance from the General Fund as of June 30, 2017 to the "Capital Reserve Fund - Purchase of Buses" pursuant to its authority under a proposition approved by the voters on May 16, 2017.

#### **General Capital Reserve Resolution**

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting of August 8, 2017 does hereby authorize the transfer of Two Million, Seventy Thousand, One Hundred Fifty Dollars (\$2,070,150) of unappropriated fund balance from the General Fund as of June 30, 2017 to the General Capital Reserve Fund pursuant to its authority under a proposition approved by the voters on May 17, 2011.

#### **Employee Retirement Contribution Reserve Resolution**

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting of August 8, 2017 does hereby authorize the transfer of Five Hundred Thousand Dollars (\$500,000) of unappropriated fund balance from the General Fund as of June 30, 2017 to the Employee Retirement Contribution Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on October 14, 2008.

#### **Employee Benefits Accrued Liability Reserve Resolution**

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting of August 8, 2017 does hereby authorize the transfer of One Million Dollars (\$1,000,000) of unappropriated fund balance from the General Fund as of June 30, 2017 to the Employee Benefits Accrued Liability Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on October 14, 2008.

13.

**Workers' Compensation Reserve Resolution**

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting of August 8, 2017 does hereby authorize the transfer of Fifty Thousand Dollars (\$50,000) of unappropriated fund balance from the General Fund as of June 30, 2017 to the Workers' Compensation Reserve Fund pursuant to its authority unanimously approved by the Board of Education at its regular meeting held on June 23, 2014.

9. Motion was made by Mrs. McCluski, 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:  
Vote: Unanimously carried

**APPROVED:**  
**PROFESSIONAL**  
**STAFF REPORT**

**A. Appointment – Teacher**

Name: Kelly Daly  
Position: BRMS/MHS Speech Language Pathologist  
Type of Position: Probationary  
Tenure Area: Speech-Language  
Probationary Period: 09/01/2017 – 08/31/2020  
Certification: Professional  
Salary: \$50,878  
Effective Date: September 1, 2017

Name: Christina Andre  
Position: SHS Mathematics  
Type of Position: Probationary  
Tenure Area: Mathematics  
Probationary Period: 09/01/2017 – 08/31/2020  
Certification: Professional  
Salary: \$52,628  
Effective Date: September 1, 2017

Name: Tracy O'Shea  
Position: BRMS Special Education  
Type of Position: Probationary  
Tenure Area: Special Education  
Probationary Period: 09/01/2017 – 08/31/2020  
Certification: Permanent  
Salary: \$60,735  
Effective Date: September 1, 2017

Name: Brian Bohrer  
Position: SHS/CRMS Music  
Type of Position: Probationary  
Tenure Area: Music  
Probationary Period: 09/01/2017 – 08/31/2021  
Certification: Permanent  
Salary: \$61,052  
Effective Date: September 1, 2017

**B. Change of Status – Part time to Probationary**

Name: Kathryn Curtis  
Position: MHS English  
Type of Position: Probationary  
Tenure Area: English  
Probationary Period: 09/01/2017 – 08/32/2021  
Certification: Initial  
Effective Date: September 1, 2017

**C. Change of Status – Probationary to Part time**  
 Name: Kathryn Phillips \*  
 Position: MHS/SHS Special Education  
 Type of Position: Part time  
 Certification: Professional  
 Effective Date: September 1, 2017  
 \* Will be placed on Full-Time Preferred Eligibility List (PEL)

**D. Resignation – Teachers**  
 Steven Vogt

**E. Resignation – School Related Professional**  
 Jennifer DeBiase

**F. Termination – Position Eliminated**  
 Name: Amy Overton  
 Position: BRMS Physical Education  
 Type of Position: Part time  
 Effective Date: June 30, 2017

Name: Lauren Pitcher  
 Position: MCE Speech Language Pathologist  
 Type of Position: Part time  
 Effective Date: June 30, 2017

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

10. 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 upon the Superintendent’s recommendation, approves the following Support Staff Report: **APPROVED:**  
**SUPPORT**  
**STAFF REPORT**  
 Vote: Unanimously carried

<u>TERMINATIONS</u>			<u>LENGTH</u>	
<u>CLERICAL</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Catherine Rowley	School Aide	MCE	16 yrs	6/23/17
Patricia Steeley	School Aide	JR	1 yr	6/23/17
Meagan Smith	School Aide	BR/CR	5 yrs	6/23/17

<u>RETIREMENTS</u>			<u>LENGTH</u>	
<u>CLERICAL</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Cheryl Barcomb	Telephone Opr.	BR East	27 yrs	8/31/17

<u>APPOINTMENTS</u>					
<u>CUST/MAINT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Andrew Bischooping	Stud. Help.	CM	8/day	6/12/17	\$10.00/hr.
Aaron Pettine	Stud. Help.	TECH	8/day	6/17/17	10.75/hr.

15.

<u>RESIGNATIONS</u> <u>CUST /MAINT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH</u> <u>OF SVC</u>	<u>DATE</u>
Eugene Wild	Cleaner	SHS	7 mo	7/24/17

<u>RESIGNATIONS</u> <u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH</u> <u>OF SVC</u>	<u>DATE</u>
James Whitbeck	Bus Driver	BG	5 yrs	8/19/17
Richard Champury	Bus Driver	BG	2 yrs	7/16/17

<u>TERMINATIONS</u> <u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH</u> <u>OF SVC</u>	<u>DATE</u>
Maureen Oser	Bus Monitor	BG	2 yrs	7/31/18

11. 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 calling an Executive Session for the purpose of discussing particular persons, where no official business will be conducted. This session will take place immediately after the Regular Meeting. Vote: Unanimously carried

**APPROVED:**  
**EXECUTIVE**  
**SESSION**

12. Mr. Pero acknowledged the donation of \$2000 from the Pack Swim Team of Pittsford for five new lanes for the Calkins Road pool.

13. Mr. Pero highlighted the year-end status reports that are submitted by our Central Office Team, departments and schools. He noted that the Central Office Team truly cares for kids and never put themselves first. Mrs. Thomas said she is amazed at the level of content that goes unnoticed and thanked everyone for the level of detail.

14. Mrs. Wayman gave an overview of the new web migration/mass communication system. Mrs. Wayman gave kudos to Caroline McPherson (webmaster), Tina Chipouras (previous webmaster), Melissa Julian (Director of Technology) and the entire technology office. She said that Maureen Kempinski and Tina Jarvis are conducting training sessions. Mrs. Wayman said that community feedback, compliance with ADA and our old site being bought out by Blackboard lead to the creation of the new site. An example of what the new website will look like was shown to the Board.

15. Mr. Pero said the District is going through the revamping of our Field Trip Regulations. Dr. Vaughan-Brogan noted changes that have been made to the policy. Comments and suggestions were made by Board members. Mrs. Thomas commented on the amount of work that has been done on this.

16. Mr. Pero said he will be live on WXXI this coming Thursday along with Keven McGowan, Brighton Superintendent, on the Evan Dawson show regarding Full Day Kindergarten.

17. Motion was made by Mrs. Narotsky, seconded by Mrs. Baum 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:**

Art Supplies	Various Vendors	\$ 3,992.66
Musical Instruments	Various Vendors	10,876.00

*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, Annual Reviews, Initial Eligibility Determination Meetings, Requested Reviews, Requested Review CPSE to CSE Transition.

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

Gift to the District:

A donation from the Pack Swim Team of Pittsford of 5 new Lane Lines for the swimming pool at Calkins Road Middle School valued at approximately \$2000.00, in support of the Pittsford Schools Swim teams

18. Mrs. Kirsten Manske, PTSA co-chair noted that PTSA is also going through web migration. Tarryn Rosen is their web person. Mrs. Manske inquired about the new music teacher at CRMS/SHS.

19. 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 adjournment of its Executive Session and Regular Meeting at 8:23 p.m.  
Vote: Unanimously carried

**APPROVED:**  
**ADJOURNMENT**

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  
Assistant Superintendent for Business

Darrin\_Kenney@pittsford.monroe.edu

Date: August 7, 2017  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business  
Re: Phase 5 Bids – 2012 Capital Reserve Project

DTK

In a memo dated June 28, 2017 the Board of Education was presented resolutions for Phase 5 bids as part of the 2012 Capital Reserve Project. It has come to my attention that one of the resolutions cited an incorrect amount as compared to the backup documents presented to the BOE. In an effort to remain transparent and forthright I would like to offer an amended resolution:

**WHEREAS** the resolution presented to the Board of Education at its June 30, 2017 meeting quoted a bid for Contract #502 – Plumbing from Amering & Johnston in the amount of one hundred sixty-six thousand dollars (\$166,000) while backup documents from Campus Construction indicated actual bid was one hundred sixty-six thousand, nine hundred dollars (\$166,900), therefore

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District, at its meeting of September 11, 2017 does hereby accept Contract #502 – Plumbing from Amering & Johnston in the amount of one hundred sixty-six thousand, nine hundred dollars(\$166,900). All work and covenants of both parties shall be as set forth in the contract documents.

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# Pittsford Schools

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585.267.1053

fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
Assistant Superintendent for Business

Date: September 7, 2017  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business  
Re: Pittsford Youth Services (PYS) Agreements

Policy 5412 Professional Services, Consultants and Contractors states:

“The Board of Education delegates to the Superintendent or his or her designee the authority to enter into contractual agreements with individuals/companies for professional services in amounts not to exceed \$50,000 in a given fiscal year.

For consulting services in excess of \$50,000 the Superintendent will make recommendations to the Board for action.”

Pittsford Youth Services (PYS) has submitted two of a possible total of four agreements for the upcoming school year. Each agreement submitted to date exceeds the \$50,000 limit and last year’s payments for combined services totaled more than \$244,000.

It is my recommendation that the Board of Education authorize you, by way of resolution, to execute agreements for the 2017-18 school year. To that end the following resolution is offered:

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District at its regular meeting held September 11, 2017 does hereby approve and authorize the Superintendent to sign agreements with Pittsford Youth Services for the 2017-18 school year.

*DTK:kd*

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

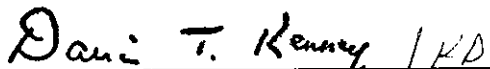
## RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education  
From: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston)  
BOE Date: September 11, 2017  
Topic: BOCES II Cooperative Bus Parts RFB-1814-17  
Date Advertised: July 12, 2017 *Democrat & Chronicle*  
Bid Opening Date: August 2, 2017  
Bid Opening Time: 2:00 PM, BOCES II  
Fund: Transportation Dept.

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

ITEM BID	RECOMMENDED VENDOR	ESTIMATED AMOUNT
<b>Bus Parts</b>		
	Beam Mack Sales Service, Inc.	\$ 7,417.06
	D&W Diesel, Inc.	\$ 909.82
	DeCarolis	\$ 20,205.76
	Deckman Oil	\$ 6,177.40
	Emerson Oil	\$ 736.00
	Fleet Maintenance	\$ 5,062.86
	Leonard Bus Sales, Inc.	\$ 21,177.91
	McCarthy Tire	\$ 528.00
	New York Bus Sales	\$ 7,960.90
	Northstar Auto Electric	\$ 784.90
	Parmenter	\$ 2,700.00
	Penn Detroit Diesel-Allison	\$ 271.52
	Pro Rebuilders	\$ 1,000.00
	Tracey Road Equipment	\$ 13,413.00
	<b>TOTAL:</b>	<b>\$ 88,345.13</b>

**Comments:** The Cooperative Bus Parts Bid contract period is 9/1/17 - 8/31/18. Pittsford and 6 other districts participated. The bids were reviewed by Rose Brennan, Bid Coordinator at BOCES II, Kathleen Herrick, Director of Transportation, Scott Schumacher, Head Mechanic, Jessica Zepp, Purchasing Assistant, and Karen L. Houston, Purchasing Agent. The bid for Cooperative Bus Parts is recommended for award on a line by line basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.

  
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:** August 8, 2017  
**Topic:** Musical Instruments  
**Paper of Record:** *The Daily Record*  
**Advertised Date:** July 19, 2017  
**Date of Bid Opening:** July 28, 2017  
**Time of Bid Opening:** 11:00 A.M.  
**Funds:** Curriculum 510 2164 200

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
<b>Musical Instruments</b>	Washington Music Sales	3,488.00
	Music & Arts	5,813.00
	Nick Rail Music Inc.	1,575.00
	Total	<u>\$ 10,876.00</u>

**Comments:** The 17-18 Musical Instrument Bid contract begins from date awarded by Board of Education through 02/28/18. It represents 7-musical instruments; 5-musical instruments awarded. Two instruments not awarded will be rebid. The bid was reviewed by Tammy Sutliff, Standards Leader for Music, Jessica Zepp, Purchasing Assistant, and Karen L. Houston, Purchasing Agent. Award is based on lowest responsive and responsible bidder meeting District specifications.

*Darrin T. Kenney / KA*

Darrin Kenney, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR DISPOSAL AND SALE OF SCHOOL DISTRICT TEXTBOOKS

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: September 11, 2017  
TOPIC: Sale of School District Outdated Textbooks

The attached lists of miscellaneous surplus textbooks were submitted to the Purchasing Department to request quotes for sale or disposal. Melanie Ward, Assistant Superintendent for Instruction, reviewed the list and approved the textbooks for sale or disposal. Quote requests were emailed June 15 and August 28, 2017, to the following vendors: Follett School Solutions, K12 Books, K12 Bookbuyer, K12 Savings, Meg Buys Books, Northeast Books, and Textbook Buyer. Follett School Solutions, K12 Bookbuyer, K12 Savings and Northeast Book responded.

K12 Bookbuyer: Algebra 2: Student Edition	\$2,242.50
K12 Savings: Chemistry	\$333.00
K12 Savings: Microsoft Office 1st and 2nd Course	\$378.00
	<u>\$2,953.50</u>

**Be it resolved**, that the Board of Education of the Pittsford Central School District award each item to the highest bidder as noted on the attached documents for a total revenue of \$2953.50.

**Be it resolved**, the Board of Education of the Pittsford Central School District approve the disposal of outdated textbooks with no value.

**Comments:** Please see attached list of textbook titles sent out for quote.

*Darrin T. Kenney / KD*

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Darrin Kenney, Assistant Superintendent for Business











**Pittsford Central School District**  
**Textbook Quote Request**  
Pittsford Sutherland High School  
6/15/2017

*No Value*

Title	Copyright	Publisher	ISBN#	Condition	Quantity	Unit Cost	Total Cost
							\$0.00
The Practice of Statistics	1999	Freeman	9780716733706	Fair	12		\$0.00
Algebra 1	2001	McDougal Littell	9780395937761	Good	117		\$0.00
Algebra 1 Teacher Edition					3		\$0.00
Geometry	2001	McDougal Littell	9780395937778	Good	9		\$0.00
Preparing for the Advanced Placement Examination	2006	AMSCO	9781567655810	Good	25		\$0.00
Geometry	2001	McDougal Littell	978-0-395-93777-8	Fair	63		\$0.00
Algebra 1	2001	McDougal Littell	0-395-93776-0	Good	1		\$0.00
Geometry	2001	McDougal Littell	978-0-395-93777-8	Fair	63		\$0.00
Algebra 1	2001	McDougal Littell	0-395-93776-0	Good	1		\$0.00
Multiple Choice and Free-Response Questions in Preparation for the AP Calculus (AB) Examination (7th edition)					1		\$0.00
(no ISBN #)	1998	D&S Marketing Systems, Inc		fair			\$0.00
Multiple Choice and Free-Response Questions in Preparation for the AP Calculus (AB) Examination (6th edition)					20		\$0.00
(no ISBN #)	1999	D&S Marketing Systems, Inc		fair			\$0.00
Multiple Choice and Free-Response Questions in Preparation for the AP Calculus (AB) Examination (9th edition)					44		\$0.00
ISBN # 1-934780-08-1	2012	D&S Marketing Systems, Inc		fair			\$0.00
Multiple Choice and Free-Response Questions in Preparation for the AP Calculus (AB) Examination (9th edition)					36		\$0.00
ISBN # 1-934780-09-X (solution manual)	2012	D&S Marketing Systems, Inc		fair			\$0.00
Multiple Choice and Free-Response Questions in Preparation for the AP Calculus (BC) Examination (8th edition)					32	\$0.00	\$0.00
ISBN # 1-934780-10-3	2012	D&S Marketing Systems, Inc		fair			\$0.00
Multiple Choice and Free-Response Questions in Preparation for the AP Calculus (BC) Examination (8th edition)					27	\$0.00	\$0.00
ISBN # 1-934780-11-1 (solution manual)	2011	D&S Marketing Systems, Inc		fair			\$0.00
							<u>\$0.00</u>

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
**Secondary Preliminary Field Trip Request**

**Instructions:**

**Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and \_\_\_\_\_ for a day trip.**

Teacher(s) Initiating Request: **Falkovich, Tolpa, Critelli, Danella** School: **SHS, MHS**

- **overnight for more than one night**
- **out of country**
- **without missing instructional time**

**Logistics of Trip**

Destination (include exact address): Montreal

Estimated Number of Students: 40 Round Trip Mileage: \_\_\_\_\_

**Departure: Date: April 20<sup>2018</sup> Time 4 p.m.**

**Return: Date: April 23<sup>2018</sup> Time: 9 p.m.**

Have both the district and building calendars been checked for conflicts, etc.  yes  no

Estimated Number of Chaperones: Teachers: **3** Parents \_\_\_\_\_ Other: \_\_\_\_\_

Type of Transportation: **Commercial Carrier**

\*If using a commercial carrier, please complete form 8460F - Trans and attach it to this document

Arrangement for meals and lodging (if necessary): Please see the tour proposal (attached)

**Curricular/Instructional Plan**

For what course is this trip required? French 3, 3h, 4/5, 4H, AP

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

- 1. Provide our students with an opportunity to expand their linguistic and cultural knowledge about Montreal, the second largest francophone city in the world.**
- 2. Visit a college**

**Activities**

Preparation: How will the student be prepared for the trips as an instructional activity?

**Complete at least 3 years of French, study Quebec and attend meetings to prepare for the trip.**

On trip: What instructional activities will occur on the trip?

**Students will speak French, tour Montreal and its main landmarks. They will also visit McGill University.**

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

**In-class discussions, possible presentations to faculty.**

**Provisions for Continuity of School Work**

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

**The students will not miss any instructional time.**

**Cost:**

Estimated Cost Per Student: **\$599**

Estimated Cost from Each Source:

Event Fee: \_\_\_\_\_  
Travel: \_\_\_\_\_  
Lodging: \_\_\_\_\_  
Meals: \_\_\_\_\_  
Other: \_\_\_\_\_  
Total: \_\_\_\_\_

from district: \_\_\_\_\_  
from student: \_\_\_\_\_  
outside source: \_\_\_\_\_  
fundraising: \_\_\_\_\_  
other: \_\_\_\_\_  
Total: \_\_\_\_\_

If fundraising is involved, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete for overnight, extended, out-of-state or out-of-country trips:**

Date of parent informational meeting: \_\_\_\_\_ **TBA** \_\_\_\_\_

Supervision details: i.e. baggage checks, curfews, room checks, non-direct supervision activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expectations for student conduct: Include a copy of the conduct rules that will be shared with and signed by students and parents.

Date of chaperone meeting: \_\_\_\_\_ **TBA** \_\_\_\_\_ (Include a copy of chaperone responsibilities and expectations)

Other remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

M. Falikovich  
Requesting Teacher(s) Signature

5/9/17  
Date

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

**No plans are needed since the students will not miss any instructional time.**

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**TO BE COMPLETED BY THE BUILDING PRINCIPAL AND DIRECTOR WHEN APPROPRIATE**

Director's Approval

Date

SHS: *Carol A. Lumb*

5-8-17

Principal's Approval

Date

MHS: *[Signature]*

5/19/17

Comments: \_\_\_\_\_

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**TO BE COMPLETED BY THE SUPERINTENDENT**

Superintendent's Approval

Date

*[Signature]*

5/19/17

Comments: \_\_\_\_\_

\*If commercial carrier is the mode of transportation, form **8460F-Trans** should be forwarded to the Director of

Transportation.

Board Approval Date: \_\_\_\_\_

Sent to Transportation: \_\_\_\_\_

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
**Secondary Preliminary Field Trip Request**

**Instructions:**  
**Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and \_\_\_\_\_ for a day trip.**

Teacher(s) Initiating Request: Michael Kutny (with David Pellegrino; School: BRMS; CRMS; MHS; SHS  
Lynn Smith; Julia Smith)

*Please check all that apply:*

- Day trip
- Overnight, one night, without missing instructional time
- Overnight, one night, with missing instructional time
- Extended, overnight for more than one night
- Out of state
- Out of country

**Logistics of Trip**

Destination (include exact address): Royal Ontario Museum, 100 Queens Park, Toronto, Ontario

Estimated Number of Students: 80 Round Trip Mileage: 340

Departure: Date 4/27/2018 Time 6:30 am Return: Date 4/27/2018 Time 9:00-9:30 pm

Have both the district and building calendars been checked for conflicts, etc.  yes  no

Estimated Number of Chaperones: Teachers: 6-8 Parents \_\_\_\_\_ Other: 1-2 tour guides

Type of Transportation: District bus No Commercial Carrier Star Tour & Travel

\*If using a commercial carrier, please complete form 8460F - Trans and attach it to this document

Arrangement for meals and lodging (if necessary): \_\_\_\_\_

Lunch at Medieval Times in Toronto (included with trip fee); dinner will be at rest stop on way home.

Cost:

Estimated Cost Per Student:

Event Fee: 135.00

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Total: 135.00

Estimated Cost from Each Source:

from district: \_\_\_\_\_

from student: 135.00

outside source: \_\_\_\_\_

fundraising: \_\_\_\_\_

other: \_\_\_\_\_

Total: 135.00

If fundraising is involved, please describe: N/A

**Complete for overnight, extended, out-of-state or out-of-country trips:**

Date of parent informational meeting: Each teacher will communicate with parents at his/her school

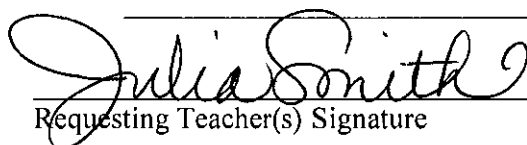
Supervision details: i.e. baggage checks, curfews, room checks, non-direct supervision activities:

Teachers will have "original" birth certificate or passport for all students for purposes of crossing the border. These will be given to students at the border, and collected after crossing. Teachers and chaperones will remain with students at all times during the trip.

Expectations for student conduct: Include a copy of the conduct rules that will be shared with and signed by students and parents.

Date of chaperone meeting: TBD (Include a copy of chaperone responsibilities and expectations)

Other remarks: We are using 1st Choice Educational Tours Ltd. for this trip. Parents will pay them directly. 1st Choice typically provides 1 tour guide per bus as well. Once the trip is approved we will get a contract from 1st Choice and they will then secure a carrier. We will then proceed to complete the transportation paperwork.

  
Requesting Teacher(s) Signature

6/12/2017

Date

**Curricular/Instructional Plan**

For what course is this trip required? None. This is a Latin Club trip.

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

Relating to transfer goal #2 (Exercise inter-cultural awareness to gain a deeper understanding and appreciation of their own views in addition to alternative views): Students will be examining Roman artifacts & looking for textual evidence (e.g., inscriptions, museum notes) for what the artifacts were used for; they will also be comparing them to modern equivalents (e.g., funerary artifacts, coins, personal effects, et al.) Goal will be measured via students completing a written "scavenger hunt" exercise in the museum which will then be shared at the Latin Club meeting following the trip.

Activities

Preparation: How will the student be prepared for the trips as an instructional activity?  
Via Latin Club meetings in each building

On trip: What instructional activities will occur on the trip?

At Medieval Times: Educational Matinee Performance; At Royal Ontario Museum: Docent-guided tours of



the antiquities exhibits, followed by a teacher led "scavenger hunt"

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

Latin Club members will share experiences at follow-up club meetings.

Provisions for Continuity of School Work

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

Students will contact their other teachers well in advance of the trip; students are to get missing work and will have opportunities during the long bus ride to complete school work.

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

Substitute teachers will be needed for the day. Students not participating will not be impacted as far as curriculum is concerned, since this is a club activity and is not tied to a course, per se.

**TO BE COMPLETED BY THE BUILDING PRINCIPAL AND DIRECTOR WHEN APPROPRIATE**

SHS: [Signature] MHS: [Signature] 7/13/17  
Director's Approval Date

CRMS: [Signature] BRMS: [Signature] 6/16/17  
Principal's Approval Date

Comments: \_\_\_\_\_

**TO BE COMPLETED BY THE SUPERINTENDENT**

[Signature] 9/7/17  
Superintendent's Approval Date

Comments: \_\_\_\_\_

\*If commercial carrier is the mode of transportation, form 8460F-Trans should be forwarded to the Director of Transportation.

Board Approval Date: \_\_\_\_\_

Sent to Transportation: \_\_\_\_\_

Received

JUL 26 2017

8460F

1 of 3

Superintendent's Office **PITTSFORD CENTRAL SCHOOL DISTRICT**  
Preliminary Field Trip Request

**Instructions:**  
Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and \_\_\_\_\_ for a day trip.

Teacher(s) Initiating Request: Lori Dermody, Blue Team

School: CRMS

Please check all that apply:

- Day trip  Extended, overnight for more than one night
- Overnight, one night, without missing instructional time  Out of state
- Overnight, one night, with missing instructional time  Out of country

**Logistics of Trip**

**Destination:** Washington, DC (stop at Gettysburg, PA en route)

To keep the cost of the trip down, our hotel will be in Maryland. One of the hotels we are strongly considering is the following: **COLONY SOUTH HOTEL AND CONFERENCE CENTER, 7401 SURRATTS ROAD, CLINTON, MD, 301-856-4500**

**Estimated Number of Students:** 35-45

**Round Trip Mileage:** 730 miles

**Departure:** Date : May 24<sup>th</sup>, 2017 at 6AM

**Return:** Date May 26<sup>th</sup>, 2017 at 8:00PM

~~OR 5/17/18-5/19/18~~ (date will be selected after release of the new 2017-18 District Calendar to avoid any potential conflicts)

Have both the district and building calendars been checked for conflicts, etc.  yes  no

**Estimated Number of Chaperones:** 3-4 teacher chaperones, vp/principal (10:1/12:1 ratio)

**Type of Transportation:** Commercial Carrier: Motor Coach, company TBA

\* 8460F form attached and copy was sent to the Transportation Office

**Arrangement for meals and lodging** (if necessary): Please see attached proposal

Cost:

Estimated Cost Per Student:

Event Fee: \_\_\_\_\_

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

**Tentative COST** of the trip is dependent on the number of students attending. Cost will range from **\$425-450** before credit from the fundraiser is deducted from the final cost of the trip.

We will be 1<sup>st</sup> Choice Education Tours

232011

**Description of Fundraising:** Students will be selling the "Rochester SaveAround Guide" (similar to the Entertainment Guide) as an optional fundraising opportunity. Students will individually earn credit (\$10-12) per book, based on the number of books each individual sells. In the past, some students were able to pay for a good portion if not the complete cost of their trip by taking part in this fundraiser. Based on the opportunity to earn a significant amount of information to count towards the trip, this will be the only fundraising opportunity offered.

**Complete for overnight, extended, out-of-state or out-of-country trips:**

**Date of parent informational meeting:** November, date to be announced

**Supervision details:** PLEASE SEE ATTACHED SHEET

**Expectations for student conduct:** copy of the conduct rules that will be shared with and signed by both students and parents. PLEASE SEE ATTACHED SHEET

**Date of chaperone meeting:** December, date to be announced. PLEASE SEE ATTACHED SHEET detailing chaperone responsibilities and expectations

*Joann Dermody*

Requesting Teacher(s) Signature

6/23/17

Date

**Curricular/Instructional Plan**

For what course is this trip required? (OPTIONAL, not required)

Team Trip for the Blue Team, offered to only 8<sup>th</sup> graders on the team.

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

Our team objective is to offer an educationally themed trip which exposes students to multiple subject areas (science, social studies, English, etc.) with a focus on learning, team building, and hands-on activities that extend beyond the walls of our classrooms. The intended outcome of this trip is to help students make connections from curriculum learned in the classroom and transfer it to exhibits, museums and other experiences on the trip.

The students will enjoy experiencing topics covered in their 7<sup>th</sup> and 8<sup>th</sup> grade social studies class first-hand, as we journey to the nation's capital and visit places of historic significance which have direct connections to material covered in class. In addition to visiting the Smithsonian Museums, we will also pay respect at the Holocaust Museum, in addition to the Newseum and the Spy Museum. Students will have the option to volunteer at the DC Kitchen, preparing food which is distributed to the homeless of Washington, DC. We will also pay our respects at the Vietnam Memorial, and take an illuminated tour of various monuments (and memorials) including Jefferson, Lincoln, Iwo Jima, Roosevelt, World War II, and Korea. The trip will conclude with a guided tour of the Gettysburg Battlefield. \* Detailed itinerary is attached.

**Preparation:** How will the student be prepared for the trips as an instructional activity?

The social studies program in grades 7 and 8 is a two-year course of study focusing on the social, political, and economic history of the United States. This chronological review of the major events, issues, and people that shaped our nation's development. A trip to Washington, DC directly connects to our 7<sup>th</sup> grade focus of our young nation and the origins of the US Constitution and government. As students enter eighth grade, the focus shifts to rebuilding the nation after the Civil War, the US role in major events (ex. Korean War, Vietnam War, World War II, Fall of the Berlin Wall, and the Civil Rights Movement) and the change and growth of our nation as a whole. The itinerary (see attached) was mindfully generated to highlight topics discussed in both years of American History. In addition, throughout both 7<sup>th</sup> and 8<sup>th</sup> grade, we focus on how current events shape our nation. Our trip to the Newseum promotes, defends and explains free expression and the five freedoms protected under the First Amendment.

**Our trip is packed with instructional activities which include**

- ◆ Students are broken into teams to complete a Scavenger Hunt in Washington, DC  
The DC Scavenger Hunt includes interesting facts, questions and tasks which will incorporate some of our events on the itinerary (Museums, Illuminated Tour of the monuments and memorials including Jefferson, Lincoln, Iwo Jima, Roosevelt, World War II, Korea, and Vietnam.
- ◆ Gettysburg, PA Guided Battlefield Tour
- ◆ Students will break up into two groups on the trip (based on personal preference)
  - volunteer at the DC Soup Kitchen
  - Spy Museum
- ◆ Holocaust Museum- Students will hopefully, tickets pending, have the opportunity to visit the Holocaust Museum, a topic which is not only covered from a historical perspective during the World War II unit in social studies, but also covered through literature (*Diary of Anne Frank*/Holocaust related historical fiction literature) in English class.
- ◆ Explore the Air and Space Museum and the Museum of Natural History, making connections to in both 7<sup>th</sup> and 8<sup>th</sup> grade science.

**Follow-Up:** After the trip, students will take part in the following:

- ◆ discussions
- ◆ journal entries
- ◆ small group conversations to enrich the experience of the team trip

**Provisions for Continuity of School Work**

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

- teachers will be notified in advance (via e-mail) a list of students attending the trip
- students will be reminded (several times) to make up work they miss during their absence

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

Eighth graders who will not be attending the trip will work on their English /Social Studies Research Project titled History and Me. Team/ core teachers who will be chaperoning the trip will leave behind sub plans focusing on end of the year review in an effort to provide extra support for final exams.

TO BE COMPLETED BY THE BUILDING PRINCIPAL AND DIRECTOR WHEN APPROPRIATE

\_\_\_\_\_  
Director's Approval


\_\_\_\_\_  
Date

  
Principal's Approval

7/35/17  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

TO BE COMPLETED BY THE SUPERINTENDENT

  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent's Approval

Date 9/7/17

Comments: \_\_\_\_\_  
\_\_\_\_\_

\*If commercial carrier is the mode of transportation, form 8460F-Trans should be forwarded to Mary Caldicott.

Board Approval Date: \_\_\_\_\_

Sent to Transportation: \_\_\_\_\_

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
**Secondary Preliminary Field Trip Request**

**Instructions:**

Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and \_\_\_\_\_ for a day trip.

Teacher(s) Initiating Request: Beth Latini School: MHS

Please check all that apply:

- Day trip
- Overnight, one night, without missing instructional time
- Overnight, one night, with missing instructional time
- Extended, overnight for more than one night
- Out of state
- Out of country

**Logistics of Trip**

US History Trip to various places in +

Destination (include exact address): around Washington, D.C.

Estimated Number of Students: ≈ 60 Round Trip Mileage: ≈ 730

Departure: Fri Date 5/25/18 Time 6am Return: Sun Date 5/27/18 Time 9pm

Have both the district and building calendars been checked for conflicts, etc.  yes  no

Estimated Number of Chaperones: Teachers: 4-6 Parents ∅ Other: ∅

Type of Transportation: District bus \_\_\_\_\_ Commercial Carrier 1<sup>st</sup> Choice Educational Tours  
\*If using a commercial carrier, please complete form 8460F - Trans and attach it to this document

Arrangement for meals and lodging (if necessary): Most meals included in trip cost. Lodging also included, usually at Tyson's Corner, VA

Cost:

Estimated Cost Per Student:

Event Fee: \_\_\_\_\_

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Total: ≈ \$460

Estimated Cost from Each Source:

from district: \_\_\_\_\_

from student: ≈ \$460

outside source: \_\_\_\_\_

fundraising: \_\_\_\_\_

other: \_\_\_\_\_

Total: \_\_\_\_\_

If fundraising is involved, please describe: Any student with financial need will be provided with an opportunity to offset the cost through available District resources (PTSA, student opportunity fund) & the 1<sup>st</sup> choice management.

Complete for overnight, extended, out-of-state or out-of-country trips:

Date of parent informational meeting: April 2018

Supervision details: i.e. baggage checks, curfews, room checks, non-direct supervision activities:

Each supervisor will be responsible for ~105 students while on the trip, 1<sup>st</sup> Choice provides paid security each night while at the hotel.

Expectations for student conduct: Include a copy of the conduct rules that will be shared with and signed by students and parents.

Date of chaperone meeting: April 2018 (Include a copy of chaperone responsibilities and expectations)

Other remarks: \_\_\_\_\_

Beth Latin  
Requesting Teacher(s) Signature

8/16/17  
Date

**Curricular/Instructional Plan**

For what course is this trip <sup>available</sup> required? ALL students taking US History - AP American USHG Regents

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

After a year of US History + Civit content, students will witness many of the facts/figures/dates first hand, especially before taking the NYS Regents Exam. Memorial Day

Activities weekend also allows students to have experiences with many Veterans groups that come to DC for parades, etc.

Preparation: How will the student be prepared for the trips as an instructional activity?

The entire course/curriculum of American History prepares them to interact with this content in D.C.

On trip: What instructional activities will occur on the trip?

Tours of places with historical significance (Washington's such as G. Smithsonians, National Monuments, estate @ Mt. Vernon) guided tours, Capitol Building, Q+A

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

This trip is an active /interactive review opportunity for all students taking the US Regents Exam (a requirement even for AP students). The course + its material takes on a new meaning after this DC trip -- Provisions for Continuity of School Work there are numerous connections!!

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

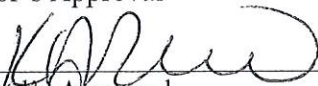
Students will notify their teachers of missed classes + will be responsible for missed content + assignments (this trip takes place AFTER AP exams + well before Regents Exams).

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

Appropriate plans will be left by teachers + assigned by subs for those students who do not attend.

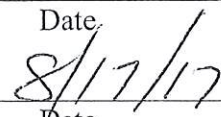
**TO BE COMPLETED BY THE BUILDING PRINCIPAL AND DIRECTOR WHEN APPROPRIATE**

Director's Approval



Principal's Approval

Date



Date

Comments: \_\_\_\_\_

**TO BE COMPLETED BY THE SUPERINTENDENT**



Superintendent's Approval



Date

Comments: \_\_\_\_\_

\*If commercial carrier is the mode of transportation, form 8460F-Trans should be forwarded to the Director of Transportation.

Board Approval Date: \_\_\_\_\_

Sent to Transportation: \_\_\_\_\_



**PITTSFORD CENTRAL SCHOOL DISTRICT**  
**Preliminary Field Trip Request**

**Instructions:**

**Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and \_\_\_\_\_ for a day trip.**

Teacher(s) Initiating Request: Romas/Keller School: MHS & SHS

*Please check all that apply:*

- |   |  |
|---|--|
| <input type="checkbox"/> Day trip   | <input type="checkbox"/> Extended, overnight for more than one night |
| <input type="checkbox"/> Overnight, one night, without missing instructional time         | <input type="checkbox"/> Out of state                                |
| <input checked="" type="checkbox"/> Overnight, one night, with missing instructional time | <input type="checkbox"/> Out of country                              |

**Logistics of Trip**

Destination (include exact address): **Boston, MA- (multiple locations – see itinerary)**

Estimated Number of Students: 40-50 Round Trip Mileage: 300+

Departure: Date 11/2/17 Time 6am Return: Date 11/3/17 Time 10 pm

Have both the district and building calendars been checked for conflicts, etc.  yes  no

Estimated Number of Chaperones: Teachers: 3-4 Parents \_\_\_\_\_ Other: \_\_\_\_\_

Type of Transportation: Commercial Carrier

Arrangement for meals and lodging (if necessary): \_\_\_\_\_

**SEE ITINERARY**

**Cost:**

Estimated Cost Per Student:

Event Fee: \_\_\_\_\_

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Total: **\*\$259-\$329**

Estimated Cost from Each Source:

from district: \_\_\_\_\_

from student: **\$259-\$329**

outside source: \_\_\_\_\_

fundraising: \_\_\_\_\_

other: \_\_\_\_\_

Total: \_\_\_\_\_

**\*DEPENDS UPON # OF STUDENTS GOING**

If fundraising is involved, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complete for overnight, extended, out-of-state or out-of-country trips:**

Date of parent informational meeting: approx. 2 wks before trip : October 20- 21, 2017

Supervision details: i.e. baggage checks, curfews, room checks, non-direct supervision activities:


**Bag checks** in morning BEFORE boarding bus. **Curfew** : half hour after checking into hotel; **room checks** – immediately after curfew; **chaperones** with students during all tours, etc.; **Security** on duty overnight at hotel

Expectations for student conduct: Include a copy of the conduct rules that will be shared with and signed by students and parents.

Date of chaperone meeting: 10/22 (Include a copy of chaperone responsibilities and expectations)

Other remarks: \_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

Requesting Teacher(s) Signature

6/24/17

\_\_\_\_\_

Date

**Curricular/Instructional Plan**

For what course is this trip required? **Principles of Marketing; Sports Mktg/Mngt & Entertainment/HospitalityMngt/Mktg**

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

Students will gain direct correlation from class curriculum to real-life working environments by learning about companies and their day-to-day operations. They will experience firsthand the marketing & management functions in full operation. Students will apply this learning to their own class projects with a degree of proficiency acceptable to the instructor.

**Activities**

Preparation: How will the student be prepared for the trips as an instructional activity?

Students will research the venues via internet before the trip. In addition, they will explore the career they'll be exposed to on the trip

On trip: What instructional activities will occur on the trip?

Students will speak with a variety of retail, sports, entertainment & hospitality professionals in marketing & management roles within these organizations. See itinerary for specific details.

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

Upon return students will discuss which organizations they believed had effective marketing & management plans. Then they will incorporate these ideas into their individual class projects.

Provisions for Continuity of School Work

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

Prior to trip, all students will be held responsible for receiving work they might miss while they're gone.

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

Sub plans will continue instruction as normal.

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**TO BE COMPLETED BY THE BUILDING PRINCIPAL AND DIRECTOR WHEN APPROPRIATE**

Director's Approval

Date

MHS - *[Signature]* SHS - *[Signature]*  
Principal's Approval

*8/3/17*  
Date

Comments: \_\_\_\_\_

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**TO BE COMPLETED BY THE SUPERINTENDENT**

*MA*  
Superintendent's Approval

*9/7/17*  
Date

Comments: \_\_\_\_\_

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