

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
TUESDAY, AUGUST 8, 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. PROCLAMATION FOR GIRLS LACROSSE TEAM STATE TITLE  
The Honorable Senator Rich Funke and Staff
- V. APPROVAL OF MINUTES: July 11, 2017 (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 – 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 – 9/6/17
    - 6. Steering Committee – next meeting – 8/23/17
  - B. Other Meeting Reports
    - 1. Law Conference Update
    - 2. MCSBA Meeting with Federal Representatives
  - C. Dates to Remember
    - 1. 8/8/17 – (Tuesday) Board Retreat – 5:00 p.m. – Room 410 – BRMS
    - 2. 8/31/17 – All Staff Orientation – Mendon High School – 7:45 a.m.
    - 3. 9/6/17 – Schools Open
    - 4. 9/11/17 – Next Regularly Scheduled Meeting
  - D. Annual Adoption and Signing of Board Governing Mission and Communications Agreement (BOARD ACTION)
- VIII. FINANCIAL REPORT – Mr. Kenney
  - A. Action Items:
    - 1. Tax Levy Resolution (BOARD ACTION)
    - 2. Year-End Transfer of Funds to Reserves (BOARD ACTION)
    - 3. Bid Awards (See Consent Agenda)
      - a. Art Supplies
      - b. Musical Instruments
  - B. Discussion:
    - 1. Professional Services Contracts Report
  - 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, Annual Reviews, Initial Eligibility Determination Meetings, Requested Reviews, Requested Review CPSE to CSE Transition.
    - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews, Requested Reviews.
  - B. Discussion:
  - C. Other:
  
- XI. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. Gift to the District (See Consent Agenda)
      - a. 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.
  - B. Discussion:
    - 1. Year-End Status Reports
    - 2. Website Update
    - 3. Field Trip Regulations
  - C. Other:
  
- XII. CONSENT AGENDA (BOARD ACTION)
  - A. Bid Awards
  - B. Committee on Special Education
  - C. Sub-Committee on Special Education
  - D. Gift to the District
  
- XIII. OLD BUSINESS
  
- XIV. NEW BUSINESS
  
- XV. PUBLIC COMMENT
  
- XVI. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: September 11, 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)***

1.

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Board of Education Meeting

Tuesday, July 11, 2017

Barker Road Middle School

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The REORGANIZATION AND REGULAR MEETINGS of the Pittsford Central School District Board of Education were held at 5:00 p.m. in the Board Room, Barker Road Middle School on Tuesday, July 11, 2017.

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

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

OTHERS PRESENT: S. Warchol, C. Zdys

1. Mr. Pero called the Reorganization Meeting to order at 5:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Mrs. Walker administered the Oaths of Office to reelected Board Members Mrs. Kim McCluski and Mr. Ted Aroesty. It was noted that the Oath of Office was administered to Mrs. René Sanchez-Kazacos on May 17, 2017, immediately after the Board Election of May 16, 2017, as required by law.

3. Motion was made by Mrs. Thomas, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for the Reorganization Meeting.

**APPROVED:**  
**AGENDA**

Vote: Unanimously carried

4. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried nominating Mrs. Amy Thomas to the office of President of the Pittsford Central School District Board of Education for the 2017/2018 school year.

**APPROVED:**  
**A. THOMAS**  
**PRESIDENT**

Vote: Unanimously carried

5. Mrs. Walker administered the Oath of Office to President Thomas.

6. Motion was made by Mrs. Narotsky, seconded by Mrs. Baum and carried nominating Mrs. Kim McCluski to the office of Vice-President of the Pittsford Central School District Board of Education for the 2017/2018 school year.

**APPROVED:**  
**K. MCCLUSKI**  
**VICE-PRESIDENT**

7. Mrs. Walker administered the Oath of Office to Vice-President McCluski

8. Mrs. Walker administered the Oath of Office to Superintendent Pero.

9. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty regarding the following resolutions:

**APPROVED:**  
**APPOINTMENTS**

Vote: Unanimously carried

BE IT RESOLVED, that the below listed appointments be approved for the 2017/2018 school year, retroactive to July 1, 2017, with ratification for their acts performed in the ordinary course of their duties.

OATH OF OFFICE GIVEN TO SCHOOL DISTRICT CLERK, Mrs. Veronica Walker. Mrs. Walker will give the District Treasurer, Assistant Treasurer and the Internal and Deputy Claims Auditors their Oath of Office in the course of their duties.

DISTRICT CLERK	Veronica Walker	\$18,584
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Holly Evans	-----
INTERNAL CLAIMS AUDITOR	Laurie Patterson	\$14.68/hr.
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	Cynthia Heagerty	\$25.00/hr.
DEPUTY (SUBSTITUTE) PURCHASING AGENT	Cynthia Heagerty	\$25.00/hr.

SCHOOL PHYSICIAN	Dr. Robert Tuite	-----
CHIEF CENSUS ENUMERATOR	Patricia Brogan	-----
DISTRICT DIGNITY ACT COORDINATOR	Patricia Brogan	-----
BUILDING DIGNITY ACT COORDINATORS	*See attached list	-----
CENTRAL TREASURER FOR EXTRA-CLASSROOM ACTIVITY FUNDS	Leeanne Reister	-----
RECORDS MANAGEMENT OFFICER	Veronica Walker	-----
RECORDS ACCESS OFFICER	Veronica Walker	-----
LEA ASBESTOS DESIGNEE	William Buell	\$4,000
TITLE IX OFFICER	Michael Leone	-----
PURCHASING AGENT	Karen Houston	-----
DESIGNATED EDUCATION OFFICIAL	Patricia Brogan	-----
HEALTH & SAFETY COMMITTEE	*See attached list	-----
REFERRALS TO CSE AND CPSE	*See attached list	-----
CSE COMMITTEE APPOINTMENTS	*See attached list	-----
CSE SUB COMMITTEE APPOINTMENTS	*See attached list	-----
CPSE COMMITTEE APPOINTMENTS	*See attached list	-----
ELECTION CHIEF INSPECTOR/CHAIRPERSON	Barbara Cregg	\$20/hour

BE IT RESOLVED that Harris Beach PLLC and Harter Secrest & Emery LLP be appointed as the school district's attorneys for the 2017/2018 school year.

BE IT RESOLVED that Raymond Wager, CPA, PC be appointed to conduct the District's regular audit, single audit, and extra-classroom audit for the 2017/2018 school year as per the previous year's engagement agreement and in accordance with Education Law Chapter 263.

BE IT RESOLVED that EFPR Group be appointed to conduct the District's internal audit for the 2017/2018 school year as per the signed agreement.

BE IT RESOLVED that the District Audit Committee shall consist of three members of the Board of Education for the 2017/2018 school year. Members and committee charter will be approved by the Board following the first Audit Committee meeting.

BE IT RESOLVED that SEI Design Group Architects, P.C. be designated as the District's architect for the 2017/2018 school year.

BE IT RESOLVED that the Board of Education will appoint Impartial Hearing Officers on the Impartial Hearing Officer Rotational List from the New York State Education Department Impartial Hearing Reporting System for the 2017/2018 school year.

BE IT RESOLVED that the Board of Education, pursuant to Section 200.5(j) (3) of the Regulations of the Commissioner of Education, hereby appoints the president or vice president of the Board of Education, each such individual empowered to act alone, to make an appointment of the Impartial Hearing Officer when a special education impartial hearing is requested or initiated under Part 200 of the Regulations of the Commissioner of Education, for the 2017/2018 school year.

10. Motion was made by Mrs. Baum, seconded by Mrs. Kazacos and carried regarding the following designations:

**APPROVED:**  
**DESIGNATIONS**

Vote: Unanimously carried

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2017/2018 school year for District funds and/or authorized as institutions that the District may invest funds with:

<u>Depository Name:</u>	<u>Maximum Amount on Deposit</u>
J.P. Morgan/Chase	\$150,000,000
Canandaigua National Bank	\$ 25,000,000
M & T Bank	\$ 25,000,000
Key Bank	\$ 25,000,000

3.

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2017/2018 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2018 meetings:

Mondays at 7:00 p.m. (unless otherwise noted)  
Barker Road Middle School – Board Room

July 11 - Tuesday  
August 8 – Tuesday  
September 11 – Monday  
September 27 – Wednesday  
October 10 – Tuesday  
October 23 – Monday  
November 13 – Monday  
November 27 – Monday  
December 11 – Monday  
January 8 – Monday  
January 22 – Monday  
February 12 – Monday – 6:00 Work Session/7:00 Regular Meeting  
February 27 – Tuesday – 6:00 Work Session/7:00 Regular Meeting  
March 12 – Monday – 6:00 Work Session/7:00 Regular Meeting  
March 26 – Monday  
April 16 – Monday – Regular Meeting and Budget Adoption  
May 7 – Monday – Regular Meeting and Budget Hearing  
May 21 – Monday  
June 4 – Monday  
June 18 – Monday

Summer 2018

July 10 (Tuesday @ 5:00) (Reorganization meeting)  
July 10/11 (Summer Workshop) Location/Times TBD  
August 7 (Tuesday) (Regular meeting)

Board retreats: 4:00-7:00 P.M.

Monday, October 2, 2017  
Monday, January 15, 2018  
Monday, April 30, 2018

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

7:15 a.m. Elementary  
7:00 a.m. Secondary

Audit Oversight Committee meetings: 3:30-4:30 P.M. - Superintendent's Conference Room

October 4, 2017  
January 31, 2018  
May 30, 2018

BE IT RESOLVED that the Daily Record be designated as the official newspaper for appropriate legal notices, to include bids, and the Rochester Business Journal be designated as the official newspaper for notice of the Annual Meeting only for the 2017/2018 school year.

11. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky and carried regarding the following resolution: **APPROVED:**  
**AUTHORIZATIONS**  
Vote: Unanimously carried

BE IT RESOLVED that the Assistant Superintendent for Business, and in his absence, the Superintendent, be authorized to certify payrolls for the 2017/2018 school year.

BE IT RESOLVED that the Superintendent designates the Assistant Superintendent of Human Resources to sign professional service contracts for individuals and the Assistant Superintendent for Business to sign professional service contracts for corporations per policies #5410, 5411 and 5412 for the 2017/2018 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2017/2018 school year:

Administration Building	Purchasing Agent	\$100
Allen Creek	Building Secretary	50
Jefferson Road	Building Secretary	50
Mendon Center	Building Secretary	50
Thornell Road	Building Secretary	50
Barker Road Middle School	Building Secretary	100
Calkins Road Middle School	Building Secretary	100
Sutherland High School	Registrar	100
Mendon High School	Registrar	100
Bus Garage	Transportation Secretary	100
Athletic Department	Athletic Department Secretary	50
Athletic Department	Athletic Director (cash drawer)	500
School Lunch (change fund)	Food Service Director	640

BE IT RESOLVED that only the facsimile signature of the District Treasurer or Assistant District Treasurer are required for disbursing monies for all school district accounts for the 2017/2018 school year.

BE IT RESOLVED that the Superintendent of Schools or Assistant Superintendent for Business be authorized to make and approve budgetary transfers up to \$75,000 between appropriation function accounts for the 2017/2018 school year without prior Board of Education approval.

BE IT RESOLVED that the IRS reimbursement rate will be used for automobile mileage, meals and lodging rates for employees who must travel on District business in accordance with BOE Policy #6161 for the 2017/2018 school year.

BE IT RESOLVED that the Board of Education of the Pittsford Central School District, upon recommendation of the Superintendent of Schools, shall compensate Impartial Hearing Officers who have been certified by the Commissioner of Education of the State of New York to serve as Impartial Hearing Officers in accordance with Education Law Section 4404(1) and 8 N.Y.C.R.R. Section 200.1(x), at the following rates for services and expenses for the 2017/2018 school year:

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

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

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

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

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

BE IT RESOLVED that the District shall participate in cooperative bids with other school districts, BOCES and/or municipalities when it is to the advantage of the District to do so for the 2017/2018 school year.

BE IT RESOLVED, that the District for the 2017/2018 school year may participate in the 2012 amendment to GML 103, "Piggybacking Exception" to purchase goods and services (apparatus materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, any country, political subdivision or district of any state. The method of this exception of procurement is permitted on contracts issued by other governmental entities through a compliant competitive bidding process.

BE IT RESOLVED, that the District Treasurer and Assistant Treasurer shall be bonded in the amount of \$1,000,000 for the 2017/2018 fiscal year and the Internal Claims Auditor shall be bonded for \$250,000.

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby approve the list of purchasing card holders as set forth in the below schedule and in accordance with Policy #5321 for the 2017/2018 school year.

Title	Card Holder	Per Use Limit	Daily Limit
Purchasing Agent/ BOE Officer	K. Houston	\$ 10,000	\$ 50,000
Purchasing Agent/BOE Officer	K. Houston (Accounts Payable)	500,000	1,000,000
Director of Transportation	K. Herrick	5,000	9,000
School District Clerk	V. Walker	3,000	5,000
Director of Operations, Maintenance & Security	PCSD Maintenance Department J. Beardsley (card authorized users: J. Ross, F. Reina, T. Gill, W. Smith, B. Buell, D. Fursman)	1,000	3,000
Human Resources	Human Resources	1,000	3,000
Grounds Foreman	M. Miceli	1,000	3,000
Principal, Mendon HS	K. Thielking	500	1,000
Asst. to Asst. Superintendent	K. Dimitri	500	1,000
Director of Technology	M. Julian	500	1,000

12. The following committee participation was determined by the Board of Education members for the 2017/2018 school year.

#### BOARD COMMITTEE APPOINTMENTS:

- A. Monroe County School Boards Association Committees
1. Executive Committee Superintendent, President, Vice-President
  2. Legislative Committee Valerie Baum (Co-chair), Pete Sullivan
  3. Labor Relations Irene Narotsky (Co-chair), Ted Aroesty
  4. Information Exchange Kim McCluski, Pete Sullivan
  5. Communications Outreach Kim McCluski
  6. Steering Committee Amy Thomas, Kim McCluski, Valerie Baum, Irene Narotsky

\*Board members agreed to cover meetings when assigned members cannot attend.

- B. New York State School Boards Association Voting Delegate -- TBD
- C. Legislative Liaison Valerie Baum
- D. District or Board Committees
1. Teacher Center Policy Board René Kazacos
  2. Town/Village/School District Leadership Team Superintendent, President, Vice-President
  3. Audit Oversight Committee Ted Aroesty (Chair), Pete Sullivan, Valerie Baum

REGULAR MEETING  
JULY 11, 2017

1. Mrs. Thomas called the Regular Meeting to order at 5:14 p.m.

2. Motion was made by Mr. Aroesty, seconded by Mrs. Kazacos 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

3. Motion was made by Mrs. Baum, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 12, 2017, meeting.

**APPROVED:**  
**MINUTES**  
**6/12/17**

Vote: Unanimously carried

4. Motion was made by Mrs. Kazacos, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 30, 2017, meeting.

**APPROVED:**  
**MINUTES**  
**6/30/17**

Vote: Carried with Mr. Aroesty, Mrs. Baum and Mrs. Narotsky abstaining as they were not present at the June 30 meeting.

5. Mrs. Thomas presented Mrs. Kazacos with two awards of completion from the Monroe County School Boards Association regarding Board Governance training (required by law) and Mandated Child Abuse Reporting Requirements, both on June 10, 2017.

6. A brief discussion took place regarding adding a line item about advocacy to the Board's Governing Mission. A statement will be added and the Board will take action at the August meeting on the Mission and its Communications Agreement.

7. Motion was made by Mrs. Narotsky, seconded by Mr. Sullivan regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the record of the June 20, 2017 Budget Revote as follows:

**ACCEPTED:**  
**RECORD**  
**OF 6/20/17**  
**BUDGET REVOTE**

Vote: Unanimously carried

Mrs. Cynthia Coleman, Chief Election Inspector, convened the Budget Revote of the Pittsford Central School District at 7:00 AM on Tuesday, June 20, 2017, 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.

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, Helen Sens, Rosemarie Burke, Ann Parker, Mary Jerabeck, Ruth Hedin

**Election Clerks:** Liz Norton, Heather Frank, Anna Gorbald, Trish Blake-Jones, Barb Chiacchierini, Betsey Soffer, Joyce Paley, Linda Traynor, Harold McAulliffe, Juanita McAulliffe, Rose Marie Carey, Julie Barker, Laura Shulitz, Robin Scott, Julie Daugherty, Jane McConnochie, Erin Janson, Traci Wachter, Maura Sykes, Xueya Cai, Julie Swangler-Reynolds, Nahoko O'Connor, Tina Maffucci, Susan Gould, Laura Jean Diekmann, Betsy Whitehouse, Elizabeth Kinney, Liz Salamone, Kim Horan, Anna Griebel, Cathy Doyle, Kim Huels, Pravina Patel, Ann Binstock, Jennifer Smith, John Pizzutelli, Alice Silver, Trisha Koehn, Jeanne Phillips, Denise Kendricks, Margaret Schenkel, Rose Marie Carey, Marilyn Merritt, Tina Carpenter, Dianne Poole, Laurie Hummel, Wanda Ward, John Strazzabosco, Kim Briedenstein





## Appointment – Teacher

Name: Bari Krull  
 Position: PRE Speech Language Pathologist  
 Type of Position: Probationary  
 Tenure Area: Speech-Language  
 Probationary Period: 09/01/2017 – 08/31/2020  
 Certification: Professional  
 Salary: \$57,041  
 Effective Date: September 1, 2017

Name: Kimberly Barrett  
 Position: MHS Speech Language Pathologist  
 Type of Position: Probationary  
 Tenure Area: Speech-Language  
 Probationary Period: 09/01/2017 – 08/31/2021  
 Certification: Professional  
 Salary: \$50,878  
 Effective Date: September 1, 2017

Name: Mark Catalfano  
 Position: MHS/SHS Mathematics  
 Type of Position: Probationary  
 Tenure Area: Speech-Language  
 Probationary Period: 09/01/2017 – 08/31/2021  
 Certification: Professional  
 Salary: \$57,736  
 Effective Date: September 1, 2017

Name: Tara Schneider  
 Position: MHS Mathematics  
 Type of Position: Probationary  
 Tenure Area: Mathematics  
 Probationary Period: 09/01/2017 – 08/31/2020  
 Certification: Professional  
 Salary: \$51,936  
 Effective Date: September 1, 2017

Name: Stephen Gleeson  
 Position: MHS Social Studies  
 Type of Position: Part time  
 Tenure Area: Social Studies  
 Probationary Period: N/A  
 Certification: Initial  
 Salary: \$29,957  
 Effective Date: September 1, 2017

Name: Karla Kushner  
 Position: BRMS Spanish  
 Type of Position: Regular Sub  
 Tenure Area: Foreign Language  
 Probationary Period: N/A  
 Certification: Permanent  
 Salary: \$48,626  
 Effective Date: September 1, 2017

9.

A. Appointment – School Related Professional

Name: Holli Rissberger
Position: PRE CSE Assigned Paraprofessional – Part time
Type of Position: Civil Service
Probationary Period: 09/01/2017 – 03/01/2018
Salary: \$8,109
Effective Date: September 1, 2017

B. Termination – Regular Sub Position Ending

Name: Aaron Pettine
Position: DO ITSS
Type of Position: Regular Sub
Effective Date: June 30, 2017

C. Resignation – Teachers

Scott Bielec

D. Resignation – Paraprofessionals

Kathleen Howard
Adam Williams
Theresa DeFlyer

12. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent’s recommendation, approves the following part time professional/specialists salaries as follows: APPROVED: PART TIME PROFESSIONAL/SPECIALISTS

Vote: Unanimously carried

Table with 3 columns: Position, 2016 - 2017, 2017-18. Rows include Tutors, In-hospital students, Life Guards, Accompanist, Substitute Teachers, Kindergarten Screeners, Administrative Substitute, Single Presenter, Co-Presenter, Collegial Circle Facilitator, H.S. Concert Coverage.

\*Mileage and parking to be paid for those experiencing these costs as a result of their assignment.

13. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Professional Development Plan for the 2017-2018 school year. APPROVED: PROFESSIONAL DEVELOPMENT PLAN

14. Mr. Pero said that a three-hour workshop took place today that focused on district advocacy that will include Full Day Kindergarten, Conversion Aid and internal communications. Mr. Pero also noted that interviews will take place for additional members to the Advocacy Steering Committee. There were approximately 70 applicants.

15. Mr. Pero noted that he spoke to Matt Nelligan, Chief of Staff, from Senator Funke’s office today. He is in direct communication with the Senator and Mr. Nelligan. It was shared that there is currently an unprecedented

agreement with Governor, Assembly and Senate for moving forward with FDK funding. There are no details at this time. Also, according to the Senator, there is discussion about a change in the tax cap formula along with FDK.

16. Motion was made by Mr. Aroesty, 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:

**APPROVED:**  
**CONSENT**  
**AGENDA**

Vote: Unanimously carried

**Bid Awards:**

Industrial Art Supplies	Various Vendors	\$ 6,135.47
Nurse & Medical Trainer Supplies	Various Vendors	6,773.19
Physical Ed Supplies	Various Vendors	7,124.08

*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, Reevaluation Reviews, Reevaluation CPSE to CSE Transitions, Requested Review, Requested, Review CPSE to CSE Transitions.

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

**Committee on Preschool Special Education:** Annual Reviews, Initial Eligibility, Determination Meetings, Reevaluation Reviews.

17. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Reorganization and Regular Meetings at 5:27 p.m.

**APPROVED:**  
**ADJOURNMENT**

Vote: Unanimously carried

Respectfully submitted,



Veronica M. Walker  
School District Clerk

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**Pittsford Central School District**  
**Board Governing Mission**

The Pittsford Central School District Board of Education, as the governing body of our school district:

- Values and upholds student success as the fundamental principle for all decisions.
- Serves as the steward and guardian of the District's values, vision and mission.
- Leads proactively in the District's strategic and operational planning, setting strong, clear direction and policy.
- Monitors District educational, administrative and financial performance against clearly defined standards.
- Ensures that constituencies contribute to the District's effectiveness.
- Values and promotes positive and productive relations with the community.
- Ensures that the District possesses necessary human, financial and other resources.
- Values and promotes a positive and productive Board-Superintendent working partnership.
- Engages all Board members in the governance process.
- Develops the governing skills of Board members.
- Promotes active teamwork on the Board.
- Takes accountability for its own performance as a governing body.
- Practices the highest levels of ethics and integrity.
- Actively advocates in areas that are in the best interest of the District.

Agreed to by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Dated: August 8, 2017  
board/governing mission

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**Pittsford Board of Education**  
**Agreement Regarding Communications**

Board of Education members agree that:

- They will act and make decisions only as a seven member Board.
- The Board President is the spokesperson.
- Awareness of public and human relations is critical.
- They will help one another and constituents follow appropriate processes.
- Issues and concerns will be shared with the superintendent and/or Board president, and individual Board members as appropriate, in a timely fashion.
- It is essential to recognize that others see them as always wearing the “Board hat”.
- Intra Board Member Email is to be used *only* for communicating information, never dialogue.
- They will be courteous listeners at Board meetings/functions.
- They will communicate at Board meetings/functions by sharing ideas and perspectives during discussions.

Agreed to by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Dated: August 8, 2017  
board/agreement re communications

# 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: August 4, 2017  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*  
Re: Tax Collection Process Resolution

In order for the District to collect the taxes that support 76% of the 2017-2018 budget, the Board of Education must take the following three actions no later than August 8, 2017:

1. Confirm the Tax Rolls
2. Authorize the Tax Levy
3. Issue a Tax Warrant commanding Town Tax Collector(s) to collect taxes in a prorated sum of funds for that town. The total of all towns less the STAR exemptions shall equal the total Tax Levy. At the Board meeting, each Board member will need to sign the Warrant Certification for each town.

As per the law, the voters approve the total budget (spending plan) and the Board of Education is charged with establishing the Tax Levy. This is to allow the Board the ability to adjust for any reconciling items that may occur between the April estimates and known information in August, such as State Aid, Assessments, Payments in Lieu of Taxes, and insures a balanced budget (Revenue equals Appropriations).

This year one town had an assessment reduction and the same town (Brighton) has an equalization rate of 89%. Assessment growth was offset in large part due to the several assessment challenges (Tax Certiorari proceedings this past year, further supporting the need for and benefits of that reserve, and properties no longer eligible for COMIDA exemptions).

For information purposes I have provided below a Tax Warrant table demonstrating the amount of tax levy to be collected by town as well as the Full Value and Assessed Value Tax Rates for each town.

Two items of note this year are: first, the composite tax rate increased \$0.44 or 1.71% and second, since the District stayed within the property tax cap, residents will be eligible to receive rebate checks from NYS if they meet the income eligibility set forth by the "Property Tax Relief Program" contained in the NYS budget.

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)

TOWN	TAXABLE ASSESSED	EQUALIZATION RATE	FULL VALUE ASSESSED (w/exemptions)	LEVY ALLOCATION	TAX LEVY PER TOWN \$	TAX RATE 2017-18	TAX RATE 2016-17	\$ CHANGE	% CHANGE
PITTSFORD	2,876,361,732	1.0000	2,876,378,232	76.27%	74,629,113	\$ 25.945663	\$ 25.506872	\$ 0.44	1.72%
PERINTON	586,695,389	1.0000	586,696,889	15.55%	15,217,650	\$ 25.937906	\$ 25.506872	\$ 0.43	1.69%
MENDON	62,351,637	1.0000	62,351,637	1.65%	1,618,132	\$ 25.951716	\$ 25.506725	\$ 0.44	1.74%
BRIGHTON	151,491,475	0.8900	170,215,140	4.51%	4,417,376	\$ 29.159238	\$ 27.134811	\$ 2.02	7.46%
PENFIELD	19,490,169	1.0000	19,490,169	0.51%	505,803	\$ 25.951699	\$ 25.506732	\$ 0.44	1.74%
VICTOR	53,464,329	1.0000	53,464,329	1.49%	1,456,609	\$ 27.244502	\$ 26.842071	\$ 0.40	1.50%
<b>DISTRICT TOTAL</b>	<b>3,749,854,731</b>		<b>3,768,596,396</b>	<b>100%</b>	<b>97,844,683</b>	<b>\$ 25.963160</b>	<b>\$ 25.525840</b>	<b>\$ 0.44</b>	<b>1.71%</b>

2017-18 Composite Full Value Tax Rate	\$ 25.963160	New Year
2016-17 Composite Full Value Tax Rate	\$ 25.525840	Previous Year
Increase	\$ 0.44	\$ change

Based on our analysis of the information at hand, and to be in compliance with the law and aforementioned requirements, I recommend the following resolution to be presented to wit:

### 2017-2018 Tax Levy Resolution

**BE IT RESOLVED** that the valuation of the property comprising Pittsford Central School District, State of New York, Counties of Monroe and Ontario, as shown on the District Assessment rolls, and certified by the respective assessors of the towns in the district be approved; THAT a sum not to exceed \$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.

DTK:kd



# Pittsford Schools

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585.267.1053  
Fax: 585.381.9368

Darrin Kenney  
Assistant Superintendent for Business

Darrin\_Kenney@pittsford.monroe.edu

Date: August 3, 2017

To: Michael Pero, Superintendent of Schools

From: Darrin T. Kenney, Assistant Superintendent for Business

DTK

Re: Year-End Transfer to Reserve Funds

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

Leeanne Reister and I have met regularly throughout the year to review Fund Balance management and financial forecasting. In consultation with Ray Wager (external auditor), we feel this combination of reserve funding provides the best future stability with our current resources. Upon the conclusion of the audit, Ray Wager will provide an analysis of the year-end financial condition of the District.

The following resolutions are consistent with what was previously seen by the Board of Education.

I therefore request the following four resolutions be put before the Board of Education for approval at the August 8, 2017 regular meeting:

## 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.

**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.

*DTK:kd*

*Attachment*

# Pittsford Schools

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
**585.267.1036**  
Fax: 585.381.9368

Leeanne G. Reister  
Director of Finance

Leeanne\_Reister@pittsford.monroe.edu

Date: August 3, 2017

To: Darrin Kenney

From: Leeanne Reister 

Re: Proposed June 30, 2017 Fund Balance Analysis

Pittsford CSD has ended the June 30, 2017 school year with a favorable fund balance. It should be noted, however, that the surplus was driven primarily by revenues in excess of budget. The expenditure side of fund balance continues to tighten during budget development and in the 2017-18 budget revenues are tightened as well. After the auditors' review during the week of July 31, 2017, the proposed unassigned fund balance and transfers to reserves are stated below. The proposed resolution to transfer fund balance to the reserve accounts should be on the August 8, 2017 BOE meeting agenda.

**What is our fund balance projection?**

	B/f EOY Transfer	6/30/2017 Year-End	Proposed 6/30/2017
<u>Fund Balance</u>	<u>Fund Balance</u>	<u>Increase/(Decrease)</u>	<u>Fund Balance</u>
Assigned Appropriated For Taxes	1,534,000	0	1,534,000
Unassigned (4%)	5,020,260	182,321	5,202,581

	B/f EOY Transfer	6/30/2017 Year-End	Proposed 6/30/2017
<u>Current Reserves</u>	<u>Reserve Balance</u>	<u>Increase/(Decrease)</u>	<u>Reserve Balance</u>
Reserve For Encumbrance	1,796,132	35,089	1,831,221
Capital Bus Reserve	4,433,091	700,000	5,133,091
Gen. Capital (Building) Reserve	12,029,888	2,070,150	14,100,038
Liability Reserve	1,684,337	0	1,684,337
Retirement Contribution Reserve	1,503,404	500,000	2,003,404
Employee Benefit Reserve	1,059,919	1,000,000	2,059,919
Reserve for Tax Certiorari	738,415	0	738,415
Unemployment Reserve	392,483	0	392,483
Insurance Reserve	1,220,527	0	1,220,527
Instructional Technology Reserve	1,501,617	0	1,501,617
Workers Compensation Reserve	130,111	50,000	180,111

The amounts to be transferred from year end fund balance and placed in the reserves are within the parameters as stated in your June memo to the Superintendent. With the extensive district-wide capital building needs, the transportation vehicle replacement plan and as well as containing costs by contributing to the Employee Benefit Reserve, Retirement Contribution Reserve and the Workers' Compensation Reserve, it would be prudent to place these amounts at year-end into the stated reserves.

The NYS Comptrollers' office has previously stated "... it is important for local officials to take a good hard look at the long-term situation. A locality can scrape along from year to year, spending down surplus funds, but that strategy only works for a while, and sooner or later, you will run out of options. . . . tough local fiscal conditions will not simply disappear. It makes sense for local governments to have a well thought-out and consistent process."

Pittsford has a long-range financial plan so that the district has a healthy fiscal outlook. I believe Pittsford CSD has established the necessary conditions for long-term fiscal planning; this fund balance and reserve proposal puts Pittsford on the right path for fiscal stability.

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

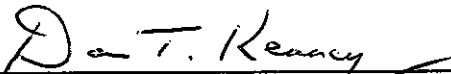
## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE Date: August 8, 2017  
TOPIC: Art Supplies  
Bid Advertised: May 8, 2017, *The Daily Record*  
Bid Opening Date: May 16, 2017  
FUNDS: 2017-2018 Art Supplies Budget - Each Building

**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	AMOUNT
<b>Art Supplies</b>	Cascade School Supply, Inc.	\$ 502.12
	Rochester Ceramics & Greenware Inc.	382.05
	School Specialty	1,567.98
	Standard Stationery Supply, Co.	157.35
	Pyramid Paper	935.70
	National Art & School Supplies	273.70
	NASCO	116.67
	S&S Worldwide	57.09
<b>TOTAL BIDS BY VENDOR</b>		<u>\$ 3,992.66</u>

**Comments:** Art Supplies Bid runs from date awarded by BOE to 01/31/2018. The bid was reviewed by Maribeth Curran, District Leader for Art; Jessica Zepp, Purchasing Assistant; and Karen L. Houston, Purchasing Agent. Bid represents 118 items. It is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. Vendors offered catalog discounts for items ordered during the 17-18 school year.

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

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

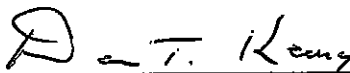
## RECOMMENDATION FOR COMPETITIVE BID AWARD

**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 Kenney, Assistant Superintendent for Business

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 Pack Swim Team of Pittsford Phone 585 506-8649 (Tom Brennan-Treasurer)
Address P.O. Box 187, Pittsford, New York 14534
School: CRMS

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

5 New Lane Lines for the CRMS Swimming pool. Value is approximately \$2000. This is in support of the Pittsford Schools swim teams that practice & compete @ CRMS.

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

None

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

N/A

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

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

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

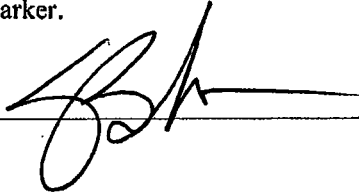
Is it for the purpose of awarding scholarships to students graduating from the district?

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

**PLEASE NOTE:**

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

Director's Approval:  
(When appropriate)

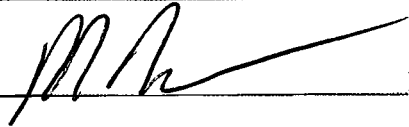


Date 8/2/17

Principal's Approval: \_\_\_\_\_

Date \_\_\_\_\_

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



Date 8/8/17

Board Action: Date: \_\_\_\_\_