

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 7, 2018
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA (BOARD ACTION)
- III. APPROVAL OF MINUTES: July 10, 2018 (BOARD ACTION)
- IV. PUBLIC COMMENT
The Board of Education offers this time for those wishing to express public opinion. When addressing the Board, you will be asked to clearly state your name and address and limit your comment/s to approximately three minutes in order for the Board to accomplish the evening's agenda.
- V. BOARD OF EDUCATION REPORT
- A. Monroe County School Boards Association Meeting Reports
1. Board President's – next meeting – 10/3/18
 2. Executive Committee – next meeting – 9/12/18
 3. Information Exchange Committee – next meeting – 9/12/18
 4. Labor Relations Committee – next meeting – 9/19/18
 5. Legislative Committee – next meeting – 9/5/18
 6. Steering Committee – next meeting – 8/22/18
 7. Community Outreach Advisory Committee – TBD
- B. Other Meeting Reports
- C. Dates to Remember
1. 8/30/18 – All Staff Orientation – 7:45 a.m. – MHS
 2. 9/5/18 – Schools Open
 3. 9/12/18 – Next Regularly Scheduled Meeting
 4. 9/13/18 – Board Visit/Tour at Thornell Road Elementary School
(Tour 7:15 am/Visit 7:30 am)
- VI. FINANCIAL REPORT – Mr. Kenney
- A. Action Items:
1. Tax Levy and Warrants (BOARD ACTION)
 2. Reserve Contributions for year ending June 30, 2018 (BOARD ACTION)
 3. Transportation Contract - School Year 2018-2019 (BOARD ACTION)
 4. Bid Awards (See Consent Agenda)
 - a. 2018-2019 Students with Special Needs Transportation
 - b. Dust Mop and Uniform Services (Rebid)
 - c. Musical Instruments
- B. Discussion:
1. Professional Service Contracts Report
- C. Other
- VII. HUMAN RESOURCE REPORT – Mr. Leone
- A. Action Items;
1. Professional Staff Report (BOARD ACTION)
 2. Support Staff Report (BOARD ACTION)
- B. Discussion:
3. 2018-2019 Professional Development Plan – 1st Reading
- C. Other:

- VIII. 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, Requested Review.
 - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews.
 - 3. Committee on Preschool Special Education: Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Requested Reviews.
 - B. Discussion:
 - C. Other:

- IX. SUPERINTENDENT’S REPORT – Mr. Pero
 - A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. Field Trip Approval to Nashville, TN (MHS) (BOARD ACTION)
 - 3. Policy Approval – 2nd Reading (See Consent Agenda)
 - a. #5410-Purchasing
 - B. Discussion:
 - C. Other:

- X. CONSENT AGENDA (BOARD ACTION)
 - A. Bid Awards
 - B. Committee on Special Education
 - C. Sub-Committee on Special Education
 - D. Committee on Preschool Special Education
 - E. Policy Approval: #5410-Purchasing

- XI. OLD BUSINESS
 - 1. NYSSBA Membership Discussion

- XII. NEW BUSINESS

- XIII. PUBLIC COMMENT

- XIV. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: (Wednesday) September 12, 2018



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

For school district information, visit our website at pittsfordschools.org

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Tuesday, July 10, 2018
Barker Road Middle School

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 10, 2018.

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

BOARD MEMBERS ABSENT: R. Sanchez-Kazacos.

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

OTHERS PRESENT: S. Warchol

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

2. Mr. Pero administered the Oath of Office to the new School District Clerk, Mrs. Deborah Carpenter

3. Mrs. Carpenter administered the Oaths of Office to reelected Board Members Mrs. Irene Narotsky and Mrs. Valerie Baum. It was noted that the Oath of Office will be administered to Mrs. René Sanchez-Kazacos before the next Board meeting which will be held on August 7, 2018.

4. Motion was made by Mr. Aroesty, 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 by those present

5. Motion was made by Mrs. Narotsky, seconded by Mr. Sullivan and carried nominating Mrs. Amy Thomas to the office of President of the Pittsford Central School District Board of Education for the 2018/2019 school year.

**APPROVED:
A.THOMAS
PRESIDENT**

Vote: Unanimously carried by those present

6. Mrs. Carpenter administered the Oath of Office to President Thomas.

7. Motion was made by Mr. Aroesty, seconded by Mr. Sullivan and carried nominating Mrs. Kim McCluski to the office of Vice-President of the Pittsford Central School District Board of Education for the 2018/2019 school year.

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

Vote: Unanimously carried by those present

8. Mrs. Carpenter administered the Oath of Office to Vice-President McCluski

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

10. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski regarding the following resolutions:

**APPROVED:
APPOINTMENTS**

Vote: Unanimously carried by those present

2.

BE IT RESOLVED, that the below listed appointments be approved for the 2018/2019 school year, retroactive to July 1, 2018, with ratification for their acts performed in the ordinary course of their duties. School District Clerk, Mrs. Carpenter 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	Deborah Carpenter	\$10,500
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Holly Evans	-----
INTERNAL CLAIMS AUDITOR	Laurie Patterson	\$14.97/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	Deborah Carpenter	-----
RECORDS ACCESS OFFICER	Deborah Carpenter	-----
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	To Be Appointed	\$20/hour

BE IT RESOLVED that Harris Beach PLLC and Harter Secrest & Emery LLP be appointed as the school district's attorneys for the 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 school year.

11. Motion was made by Mrs. Narotsky, seconded by Mr. Aroesty and carried regarding the following designations: **APPROVED:
DESIGNATIONS**

Vote: Unanimously carried by those present

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2018/2019 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

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2018/2019 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2019 meetings:

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

July 10 – Tuesday (5:00 p.m.)

August 7 – Tuesday

September 12 – Wednesday

September 26 – Wednesday

October 9 – Tuesday

October 22 – Monday

November 5 – Monday

November 19 – Monday

December 10 – Monday

January 14 – Monday

January 28 – Monday

February 11 – Monday – 6:00 Work Session/7:00 Regular Meeting

March 6 – Wednesday – 6:00 Work Session/7:00 Regular Meeting

March 18 – Monday – 6:00 Work Session/7:00 Regular Meeting

April 1 – Monday

April 23 – Tuesday – Budget Adoption and Regular Meeting

May 13 – Monday – Regular Meeting and Budget Hearing

May 28 – Tuesday

June 10 – Monday

June 24 – Monday

Summer 2019

July 9 – Tuesday – Reorganization/Regular Meeting @ 5:00 p.m.

July 9/10 (Summer Workshop) Location/Times TBD

August 6 (Tuesday) (Regular meeting)

4.

Board Retreats – 4:00-7:00 p.m.

October 15, 2018

January 16, 2019

April 2, 2019

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

September 19, 2018

February 6, 2019

June 5, 2019

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 2018/2019 school year.

12. Motion was made by Mrs. Baum, seconded by Mrs. McCluski and carried regarding the following resolution: **APPROVED: AUTHORIZATIONS**

Vote: Unanimously carried by those present

BE IT RESOLVED that the Assistant Superintendent for Business, and in his absence, the Superintendent, be authorized to certify payrolls for the 2018/2019 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 2018/2019 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 school year.

BE IT RESOLVED, that the District for the 2018/2019 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 2018/2019 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 2018/2019 school year.

6.

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	D. Carpenter	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
Grounds Foreman	M. Miceli	1,000	3,000
Asst. to Asst. Superintendent	K. Dimitri	500	1,000
Coordinator of Technology	TBD	500	1,000

13. The following committee participation was determined by the Board of Education members for the 2018/2019 school year.

BOARD COMMITTEE APPOINTMENTS:

- A. Monroe County School Boards Association Committees
 - 1. Executive Committee Superintendent, President, Vice-President
 - 2. Legislative Committee Valerie Baum, Kim McCluski
 - 3. Labor Relations Irene Narotsky (Co-chair), Ted Aroesty
 - 4. Information Exchange Pete Sullivan, Amy Thomas
 - 5. Board President's Amy Thomas
 - 6. COAC - Communications Kim McCluski
 - Outreach Advisory Committee
 - 7. Steering Committee Irene Narotsky, Kim McCluski, Amy Thomas,
- B. District or Board Committees
 - 1. NYSSBA Voting Delegate TBD
 - 2. Legislative Liaison Valerie Baum
 - 3. Teacher Center Policy Board René Sanchez-Kazacos
 - 4. Town/Village/School District Leadership Superintendent, President, Vice-President
 - 5. Audit Oversight Committee Ted Aroesty (Chair), Pete Sullivan, Valerie Baum
 - 6. District Advocacy Committee Superintendent, President, Vice-President
 - 7. BOE Self Evaluation Sub-Committees Sub-committee chairs listed first with additional members second and third. Amy Thomas will serve as an ex-officio member of the self-evaluation subcommittee work.
 - a. Field Trips Irene Narotsky, Valerie Baum, René Kazacos
 - b. Community Engagement Valerie Baum, Kim McCluski, René Kazacos
 - c. BOE Insight Articles Pete Sullivan, Irene Narotsky, Ted Aroesty
 - d. Budget Communications Ted Aroesty, Pete Sullivan, Irene Narotsky

REGULAR MEETING
JULY 10, 2018

1. Mrs. Thomas called the Regular Meeting to order at 5:20 p.m.

2. Motion was made by Mrs. Narotsky, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening's meeting. **APPROVED:
AGENDA**
Vote: Unanimously carried by those present

3. Motion was made by Mrs. McCluski, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 18, 2018, meeting. **APPROVED:
MINUTES
6/18/18**
Vote: Unanimously carried by those present

4. Public comment period
Stephanie Warchol briefly mentioned that today's summer workshop was wonderful.

5. Board Reports:
Mrs. Thomas read through the MCSBA meeting dates as well as current and upcoming dates to remember.

6. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky regarding the following resolution: BE IT RESOLVED, that the Board of Education approves and carried the 2018/2019 Board Governing Mission and Communications Agreement. **APPROVED:
MISSION/
COMMUNICATIONS
AGREEMENT**
Vote: Unanimously carried by those present

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

7. Motion was made by Mrs. Baum, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Professional Staff Report: **APPROVED:
PROFESSIONAL
STAFF REPORT**
Vote: Unanimously carried by those present

A. Appointment – Administrator

Name:	Elizabeth Carpenter
Position:	Human Resources Coordinator
Type of Position:	Probationary
Tenure Area:	Human Resources Coordinator
Probationary Period:	07/12/2018 – 07/11/2022
Certification:	Internship
Salary:	\$82,500
Effective Date:	July 12, 2018

8.

B. Appointment – Teacher

Name: Maeghan Archambault
Position: BRMS Science
Type of Position: Probationary
Tenure Area: Science
Probationary Period: 08/30/2018 – 08/29/2021

Certification: Professional
Salary: \$53,880
Effective Date: August 30, 2018

Name: Katherine Jerabeck
Position: MHS/SHS English
Type of Position: Part-time
Tenure Area: English
Probationary Period: N/A
Certification: Initial
Salary: \$18,744
Effective Date: August 30, 2018

Name: Andrea Tutino
Position: MCE Counselor
Type of Position: Probationary
Tenure Area: Counseling & Guidance
Probationary Period: 08/30/2018 – 08/29/2022
Certification: Permanent
Salary: \$49,971
Effective Date: August 30, 2018

Name: Erin Sullivan
Position: CRMS Counselor
Type of Position: Part-time
Tenure Area: Counseling & Guidance
Probationary Period: N/A
Certification: Permanent
Salary: \$28,876.50
Effective Date: August 30, 2018

Name: Sean Roche
Position: MCE Psychologist
Type of Position: Probationary
Tenure Area: Psychologist
Probationary Period: 08/30/2018 – 08/29/2021
Certification: Permanent
Salary: \$57,041
Effective Date: August 30, 2018

Name: William Dixon
Position: SHS Mathematics
Type of Position: Part-time
Tenure Area: Mathematics

Probationary Period: N/A
 Certification: Professional
 Salary: \$49,057.60
 Effective Date: August 30, 2018

Name: Danielle Sargent
 Position: MCE Art
 Type of Position: Probationary

Tenure Area: Art
 Probationary Period: 08/30/2018 – 08/29/2021
 Certification: Professional
 Salary: \$60,195
 Effective Date: August 30, 2018

Name: Caitlin Colburn
 Position: MHS Mathematics
 Type of Position: Probationary

Tenure Area: Mathematics
 Probationary Period: 08/30/2018 – 08/29/2022
 Certification: Professional
 Salary: \$49,798
 Effective Date: August 30, 2018

Name: Stephen Gleeson
 Position: CRMS Social Studies
 Type of Position: Regular Sub
 Tenure Area: Social Studies
 Probationary Period: N/A
 Certification: Initial
 Salary: \$51,917
 Effective Date: August 30, 2018 – June 30, 2019

C. Change of Status – Part-time to Full-time

Name: Karen Iles-Loveys
 Position: JRE School Related Professional
 Effective Date: September 1, 2018

Name: Andrea Vangellow
 Position: JRE School Related Professional
 Effective Date: September 1, 2018

Name: Elizabeth Norten
 Position: JRE School Related Professional
 Effective Date: September 1, 2018

D. Resignation – Teacher

Allison Cimmerer – letter attached
 Kathryn Bowering – letter attached

10.

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

**APPROVED:
SUPPORT
STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Deborah Cerrone	OFF Clk III	SHS	37.5/wk	8/27/18	\$21,769.00

CLERICAL

<u>RESIGNATIONS/ TERMINATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Elizabeth Krowl	OFF Clk III	MHS	N/A	6/29/18
Elizabeth Norten	PT OFF Clk IV	JRE	1 yr.	6/22/18

CUSTODIAL/MAINTANANCE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Jessica Owlett	Summer Help	GRNDS	up to 8/day	7/9/18	\$10.50/hr.

<u>RESIGNATIONS/ TERMINATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
John Gliem	Cleaner	MHS	6.5yrs	6/30/18

9. Motion was made by Mr. Sullivan, 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:
Vote: Unanimously carried by those present

**APPROVED:
PART TIME
PROFESSIONAL/
SPECIALISTS**

	<u>2017 - 2018</u>	<u>2018-19</u>
Tutors -		
In-hospital students	23.00/hr.*	23.00/hr.*
Life Guards (school year)	12.50/hr.	12.50/hr.
Accompanist	17.50/hr.	17.50/hr.
Substitute Teachers—Itinerant	95.00/day	95.00/day
Substitute Teachers—Short Term	120.00/day	120.00/day
Substitute Paraprofessionals	11.00/hr.	11.80/hr.
Kindergarten Screeners (district and non-district)	27.00/hr.	27.00/hr.
Administrative Substitute	170.00/day	175.00/day
Single Presenter	60.00/hr.	60.00/hr.
Co-Presenter	40.00/hr.	40.00/hr.
Collegial Circle Facilitator (Professional Staff)	10.00/hr.	10.00/hr.
H.S. Concert Coverage (Lights/Sound)	30.18/hr.	30.18/hr.

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

10. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the bus drivers and attendants contract for the 2018-2019 school year.
Vote: Unanimously carried by those present

**APPROVED:
BUS DRIVERS &
ATTENDANTS
CONTRACT**

11. 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:
Vote: Unanimously carried by those present

**APPROVED:
CONSENT
AGENDA**

Bid Awards:

Physical Ed Supplies Various Vendors 4,925.43

18-19 Dust Mop & Uniform Service: Reject contract to the following vendor originally awarded 5/7/18
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 Transition, Requested Review, Requested Review CPSE to CSE Transitions.

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

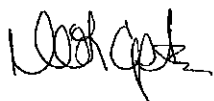
Committee on Preschool Special Education: Amendment - Agreement No Meeting, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews.

12. New Business: Mrs. Thomas asked the Board to think about whether or not to continue participation in NYSSBA and will discuss further at the August meeting as dues are due this October.

13. 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 adjournment of its Reorganization and Regular Meetings at 5:44 p.m.
Vote: Unanimously carried by those present

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

Pittsford Schools

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

Darrin Kenney
Assistant Superintendent for Business

Fax: 585.381.9368
Darrin_Kenney@pittsford.monroe.edu

Date: August 3, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business
Re: Tax Collection Process Resolution

DTK

In order for the District to collect the taxes that support 74% of the 2018-2019 budget, the Board of Education must take the following three actions no later than August 7, 2018:

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 the Town of Brighton had a reassessment and the equalization rate went from 89% to 100%. This significant change makes final comparison difficult. The effect is a lowering of the Tax Rate, however applying that rate to a higher assessed value will likely yield a tax increase. In addition to Brighton's change, the Town of Penfield's equalization rate has dropped to 95%.

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 decreased \$0.78 or -2.99% 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.

TOWN	TAXABLE ASSESSED	EQUALIZATION RATE	FULL VALUE ASSESSED (w/exemptions)	LEVY ALLOCATION	TAX LEVY PER TOWN \$	TAX RATE 2018-19	TAX RATE 2017-18	\$ CHANGE	% CHANGE
PITTSFORD	3,037,130,446	1.0000	3,037,145,446	76.55%	76,834,307	\$ 25.290026	\$ 25.945663	\$ (0.66)	-2.53%
PERINTON	626,568,562	1.0000	626,571,562	15.79%	15,851,131	\$ 25.278847	\$ 25.937906	\$ (0.66)	-2.54%
MENDON	62,877,828	1.0000	62,877,828	1.58%	1,590,696	\$ 25.298202	\$ 25.951716	\$ (0.65)	-2.54%
BRIGHTON	171,540,392	1.0000	171,540,392	4.32%	4,339,663	\$ 25.298199	\$ 29.159238	\$ (3.86)	-13.24%
PENFIELD	16,018,594	0.9500	16,861,678	0.42%	426,570	\$ 26.629678	\$ 25.951699	\$ 0.68	2.61%
VICTOR	53,302,121	1.0000	53,302,121	1.34%	1,418,188	\$ 26.606596	\$ 27.244502	\$ (0.64)	-2.34%
DISTRICT TOTAL	3,967,437,943		3,968,299,027	100%	100,460,555				

2018-19 Composite Full Value Tax Rate	\$ 25.311840	New Year
2017-18 Composite Full Value Tax Rate	\$ 26.092930	Previous Year
Decrease	\$ (0.78)	\$ 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:

2018-2019 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 \$100,460,555 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 \$2,854,508 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;

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, 2018, 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

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 3, 2018

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.

The Director of Finance and I have met regularly throughout the year to review Fund Balance management and financial forecasting. In consultation with Ray Wager (external auditor) and the Audit Oversight Committee (AOC), we feel this combination of reserve funding provides the best future stability with our current resources. Upon the conclusion of the audit, 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 resolutions be put before the Board of Education for approval at the August 7, 2018 regular meeting:

Bus Purchase Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Seven Hundred Thousand Dollars (\$700,000) of unappropriated fund balance from the General Fund as of June 30, 2018 to the "Capital Reserve Fund - Purchase of Buses" pursuant to its authority under a proposition approved by the voters on May 15, 2018.

Instructional Technology Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Three Hundred Thousand Dollars (\$300,000) of unappropriated fund balance from the General Fund as of June 30, 2018 to the Instructional Technology Reserve Fund pursuant to its authority approved by the voters on May 20, 2014.

General Capital Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Two Million, Ten Thousand, One Hundred Nineteen Dollars (\$2,010,119) of unappropriated fund balance from the General Fund as of June 30, 2018 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 does hereby authorize the transfer of Five Hundred Thousand Dollars (\$500,000) of unappropriated fund balance from the General Fund as of June 30, 2018 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 does hereby authorize the transfer of One Million Dollars (\$1,000,000) of unappropriated fund balance from the General Fund as of June 30, 2018 to the Employee Benefits Accrued Liability Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on October 14, 2008.

Workers' Compensation Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Two Hundred Thousand Dollars (\$200,000) of unappropriated fund balance from the General Fund as of June 30, 2018 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
585.267.1053

Fax: 585.381.9368

Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: June 12, 2018

To: Michael Pero, Superintendent of Schools

From: Darrin T. Kenney, Assistant Superintendent for Business
Prepared by Leeanne Reister, Director of Finance

Re: Fund Balance Management

As previously discussed, the legal upper limit (cap) for undesignated (retained) Fund Balance is 4% of the subsequent year's budget. This percentage imposed by New York State is contrary to the Governmental Accounting Standards Board (GASB) intent for Fund Balance "to serve as a revenue source to maintain the operations of the non-profit/government entity during a period of delayed revenue for a period of three months." To put this GASB statement into school perspective and remind us of recent history, let's say NYS is late with its budget and thereby payment of state aid is delayed. According to GASB, in this scenario, we should have enough money set aside to cover our obligations under normal operation for three months. However, the 4% limit or \$5.46 million in our case would not be enough funds to cover payroll. Therefore, it is financially prudent to utilize legal alternatives (Reserves) to fund for specific unusual and unknown events to promote financial stability. The District's independent external auditor spoke to the Audit Committee regarding the importance of Reserve Funds (savings accounts for a legally imposed specific purpose). A district with low debt and sufficient reserves will also obtain a more favorable bond rating (similar to a personal credit rating), which will save costs at times of short and long-term borrowing. Sufficient reserves can also minimize the need for tax spikes.

Currently, we are projecting the 2017-2018 year to close with revenues being unusually favorable at approximately 101.3% of budget and expenditures at 96.5% of budget, leaving a surplus of approximately 5% of next year's budget. Due to the "tightening" of the budget for FDK implementation and a significant increase in the utilization of fund balance, the 2018-2019 surplus is expected to be significantly less than that of previous years. In order to stay within the 4% undesignated fund balance cap, we are fortunate to have some fund balance and reserve planning opportunities as well as some funds (\$2,854,508) that are being used to reduce the 2018-2019 tax levy. Below I have recommended utilizing, in accordance with applicable laws, the unexpended funds to fund the following reserves.

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

It is important to realize that all amounts are specified as an “UP TO AMOUNT,” since the year-end closing of the books and final audit will not be completed until late August, but to comply with the law, we must project and obtain approval for the estimated amounts prior to June 30.

Capital Reserve for Bus Purchases – The fund was re-established by the voters in May 2015 for the purpose of purchasing buses without the need to issue debt or pose an additional tax levy. This reserve was established to accumulate a maximum of \$15 million over a period of ten years. The current reserve balance is \$5,133,091. It is therefore recommended that the state aid received (\$827,116) during this year for the purchase of buses and up to \$1,000,000 of year-end surplus be transferred to the Bus Purchase Reserve.

Capital Reserve for Facilities– A proposition was approved by the voters in May 2011 to re-establish a reserve to be used for the purpose of renovation, improvement and maintenance of facilities and infrastructure as permitted by NYSED Law Sec. 3651. The proposition approved specified maximum accumulated funding of \$39 million plus interest earnings and transfer of funds from the old capital reserve. The new capital reserve is to exist for a term not to exceed May 2027. To date the reserve has a balance of \$14,100,039. The last NYS Building Condition Survey estimated an excess of \$100 million in facility maintenance needs over the next ten years. It is therefore recommended that up to \$3.5 million of year-fund balance be transferred to the Capital Reserve.

Capital Instructional Technology Reserve – On May 20, 2014 the voters approved the establishment of a Capital Instructional Technology Reserve; the ultimate amount not to exceed \$10,000,000, plus interest, for a term of 10 years. The current reserve balance is \$1,501,617. It is recommended that we fund this reserve with a contribution of up to \$1,000,000.

Retirement Contribution Reserve – On October 14, 2008 the Board of Education, upon the recommendation of the District’s Audit Oversight Committee (AOC) and External Auditor, Raymond Wager, established this reserve to afford the District budget stability for Employee Retirement System costs. The current reserve balance is \$2,003,404 with \$203,000 allocated to offset costs in both this year’s budget at year end and the 2018-19 budget. It is recommended that we fund this reserve with a that up to \$500,000 of year-end surplus be transferred to the Retirement Contribution Reserve.

Employee Benefit Accrued Liability Reserve (EBALR) – On October 14, 2008 the Board of Education established the Employee Benefit Accrued Liability Reserve to pay for unused sick day and longevity awards at the time of retirement. The current reserve balance is \$2,059,919 with \$400,000 in the 2017-18 budget to cover this year’s retiree costs and another \$400,000 in the 2018-19 budget to cover retiree costs. This reserve is used in the budget annually and recently has not been replenished to the extent that it is used. It is recommended that we fund this reserve up to \$1,000,000 of year-end surplus.

Workers Compensation Reserve – On June 23, 2014 the Board of Education approved the establishment of a Workers Compensation Reserve. The current reserve balance is \$180,111. Workers’ Compensation costs have been on the rise and the 2018-19 budget shows a large increase from this year. It is recommended that we fund this reserve with a contribution of up to \$200,000 of year-end surplus.

As we continue to experience the recent uncertainties with state and local revenue sources, prudent reserve and fund balance management becomes even more paramount to financial stability during difficult times. Judicious fund balance and reserve planning are cornerstones of financial health and sustainability as referenced in our recent audits. Also our healthy financial position was a hallmark with Moody’s in determining our “pristine” bond rating. In late August the books will be closed and the audit should be complete. We will then revisit this fund balance and reserve management strategy and provide an update with actual amounts. However, to be in compliance with the law, as well as afford the Board of Education options in September, I recommend the following resolutions based on projections and “not to exceed” amounts:

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby approve the maximum estimated allocation of 2017-2018 fiscal year undesignated unreserved fund balance to the following reserve funds as permitted by the applicable General Municipal and New York State Education Laws as set forth below:

Reserve	Deposit no more than:
Capital Reserve for Bus Purchases	\$ 1,827,116
Capital Reserve for Facilities	\$ 3,500,000
Capital Reserve for Technology	\$ 1,000,000
Retirement Contribution Reserve	\$ 500,000
Employee Benefit Accrued Liability Reserve	\$ 1,000,000
Workers Compensation Reserve	\$ 200,000

Cc: L. Reister

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 3, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*
Re: Apple Transportation Contract – School Year 2018-2019

The District has a high needs, special education student who requires transportation to Monroe #1 BOCES/Creekside. At this time we do not have a vehicle or personnel to accommodate this daily transport. To that end, bids were solicited and opened on July 31, 2018. After review the contract was awarded to Apple Transportation. To secure aid your signature, the Board of Education president and SED approval is necessary.

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

BE IT RESOLVED that the Board of Education at its regular meeting held August 7, 2018 does hereby approve the transportation contract with Apple Transportation to transport and provide attendant/aide services to a Pittsford Central School District student with disabilities.

DTK:kd

Attachment

*Cc: L. Reister
K. Herrick
E. Woods*

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 7, 2018
TOPIC: 18-19 Student(s) with Special Needs Transportation RFB #19-01
LEGAL AD: *The Daily Record, July 23, 2018*
BID OPENING: July 31, 2018, 11:00 A.M.
BUDGET: Transportation Budget A-670-5540-400 Contract Transportation

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 all district specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
2018-19 Student(s) with Special Needs Transportation RFB #19-01	Apple Transportation, Inc	\$36,465.00

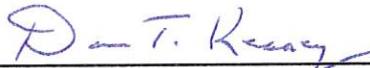
TOTAL:

\$36,465.00

(Total Annual Cost Estimated)

Other Bids:
Rochester Medical Transportation \$51,986

Comments: This is an award for Student(s) with Special Needs Transportation for the 2018-19 school year. Two bids were received. Total annual cost includes round trip transportation, bus attendant and safety vest. Darrin Kenney, Assistant Superintendent for Business; Kathleen Herrick, Director of Transportation; Elizatbeth Woods, Director of Special Education; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent reviewed all bid responses. Bid is recommended for award 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

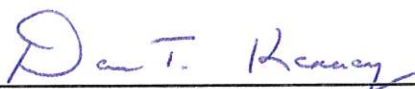
RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenny, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE DATE: August 7, 2018
TOPIC: Dust Mop and Uniform Service (Rebid)
Advertised Date: July 20, 2018, *The Daily Record*
Date of Bid Opening: July 27, 2018
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: 2018-2019 O&M

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
18-19 Dust Mop & Uniform Service	Aramark	\$ 23,305.51 See attached list.
TOTAL:		<u>\$ 23,305.51</u> (Cost Estimated)

Comments: Dust Mop and Uniform Service Bid contract runs from August 8, 2018 through June 30, 2019. Aramark was only vendor to submit bid. Jeffrey Beardsley, Director of Operations; Cynthia Heagerty, Deputy Purchasing Agent; and Karen Houston, Purchasing Agent reviewed the bid.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL
BID FORM FOR DUST MOP, CLEANING CLOTHS AND
GARMENT RENTAL SERVICE
2018-2019

Bids will be received at the Administrative Offices of the Pittsford Central School District, 75 Barker Road, Pittsford, New York until 11:00 a.m. on Friday, July 27, 2018. Bidders are to use the following bid form in submitting their bids.

DUST MOP SERVICE

\$ _____

24" MOPS

\$.55

36" MOPS

\$.57

48" MOPS

\$.61

60" MOPS

\$.65

CLEANING CLOTHS

Standard Size

\$.08

\$ _____

RENTAL GARMENTS

One (1) pant and shirt

Combination

\$.41

*\$0.17 shirt
\$0.24 pant* } Piece

Jacket

\$.32

\$ _____

ESTIMATED TOTAL YEARLY COST
 BASED ON QUANTITIES HEREIN

\$ 23,305.51

BIDDER Aramark Uniform Services BY Frank Polito

ADDRESS 200 Trade Court PHONE 585-235-5520 ext. 104

DATE 7/19/18

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

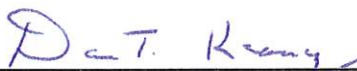
RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston, Purchasing Agent)
BOE Date: August 7, 2018
Topic: Musical Instruments
Paper of Record: *The Daily Record*
Advertised Date: July 5, 2018
Date of Bid Opening: July 13, 2018
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
Musical Instruments	Loser's Music Inc	1,489.00
	Music & Arts	2,906.00
	Stringed Instrumenets	5,430.00
	Washington Music Sales	5,501.35
	West Music Company	839.80
	Total	<u>\$ 16,166.15</u>

Comments: The 18-19 Musical Instrument Bid contract begins from date awarded by Board of Education through 02/28/19. It represents 6 musical instruments. All items were awarded. The bid was reviewed by Tammy Sutliff, Standards Leader for Music; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. Award is based on lowest responsive and responsible bidder meeting District specifications.



Darrin Kenney, Assistant Superintendent for Business

Received

APR 30 2018

8460F.3

1 of 3

Superintendent's Office

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 3 weeks for a day trip.

Teacher(s) Initiating Request: Mindy Johnston 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

Destination (include exact address): Nashville, TN (Convention Hotel TBA)

Estimated Number of Students: 3 Round Trip Mileage: NA

Departure: Date Thurs 9/6/18 Time 3:30 pm Return: Date Sun 9/9/18 Time 10:00pm

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

Estimated Number of Chaperones: Teachers: 1 Parents 0 Other: 0

Type of Transportation:

District bus: NA Please complete *Special Trip Request Card*
Commercial Carrier: Air Please complete form (8460F.7 – Trans)

Arrangement for meals and lodging (if necessary): Students will be responsible for 2 dinners, the conference

cost covers breakfast and lunch.

Cost:

Estimated Cost Per Student:

Event Fee:	<u>100.00</u>
Travel:	<u>500.00</u>
Lodging:	<u>400.00</u>
Meals:	<u> </u>
Other:	<u> </u>
Total:	<u>\$1000.00 estimated</u>

Estimated Funds from Each Source:

from District:	<u>0</u>
from student:	<u>250.00</u>
outside source:	<u>0</u>
fundraising:	<u>750.00</u>
other:	<u> </u>
Total:	<u>1000.00</u>

Describe fundraising or outside sources: Yearbook ad sales

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:

baggage check and room check each night. I will be with the 3 students at all times and our hotel rooms will be next door to each other.

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: NA (Include a copy of chaperone responsibilities and expectations)

Other remarks: I will be with the 3 students at all times and our hotel rooms will be next door to each other.

Requesting Teacher(s) Signature

4/27/18
Date

Curricular/Instructional Plan

For what course is this trip required? yearbook

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

Students will learn from national experts in the field of journalism, photojournalism, graphic design how to put together a yearbook, take professional photos, write journalistic stories, put together a well designed page, learn interview skills, critique skills and leadership skills.

Students will also learn from national yearbook judges what it takes to create an award winning yearbook and have the opportunity to begin working on this years book.

Activities

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

Students have already begun to prepare by brainstorming themes, sketching covers and will be attending a small local workshop on May 22, 2018 so that they go into the workshop with some pages completed. This is important because the Elite weekend conference begins with a critique of what we already have completed, and then we get one on one help from experts on how to adjust and improve.

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

see objectives.

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

When we return we will use what we learned to complete the remainder of the 2018-2019 yearbook and submit to 2 national competitions.

Since we began attending these national conventions, we have earned awards from 2 national competitions on a regular basis.

We have steadily improved our ratings on these awards also, largely in part to attending conferences like this that allow us to learn from experts.

Provisions for Continuity of School Work - to be completed for any missed instructional.

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

Students will get the work they will miss for the 1 school day we will be gone ahead of time.

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

NA- yearbook is a club

TO BE COMPLETED BY THE BUILDING PRINCIPAL, DIRECTOR AND/OR ASI WHEN APPROPRIATE


Principal Approval


Date

Director/ASI Approval

Date

Comments: _____

TO BE COMPLETED BY THE SUPERINTENDENT


Superintendent's Approval


Date

Comments: _____

*If commercial carrier is the mode of transportation, form **8460F.7-Trans** should be forwarded to the Transportation Department.

Board Approval Date: _____

Sent to Transportation: _____

5410 - PURCHASING

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs. The District will purchase recycled products when it is to the advantage of the District to do so.

Competitive Bids and Quotations

As required by law, the Superintendent or designee will follow normal bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works-construction, repair, etc.) and in such other cases that seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted that does not conform to specifications furnished unless specifications are waived by Board action. Contracts shall be awarded to the lowest responsible bidder who meets specifications. However, the Board may choose to reject any bid.

Rules shall be developed by the administration for the competitive purchasing of goods and services.

The Superintendent or designee may authorize purchases within the approved budget without bidding if required by emergencies and are legally permitted.

The Superintendent or designee is authorized to enter into cooperative bidding for various needs of the School District.

The Board shall annually review purchasing policies and procedures. The school business official shall be responsible for conducting an annual review of the purchasing policy and for an evaluation of the internal control structure established to ensure compliance with the purchasing policy.

“Piggybacking” Exception to Competitive Bidding

The District may, in its discretion, purchase certain goods and services (apparatus, materials, equipment and supplies) at costs beyond those referenced in the Regulation thresholds through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision or district of any state.

(Continued)

5410 – PURCHASING

This method of procurement is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State or any other political subdivision or district therein;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law, or was awarded on the basis of best value, and is not in conflict with other New York State laws.

Annual Review

Comments concerning the District's bidding and purchasing policies and procedures will be solicited from those District employees involved in the procurement process from time to time.

The Board will annually review its bidding and purchasing policies and procedures. The School Business Official will be responsible for conducting an annual review of such policies and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Conflict of Interest

No District officer or employee will have an interest in any contract with the District when such employee has the authority or the responsibility to negotiate, prepare, authorize or approve a contract of authorize or approve its payment, audit bills or claims, or appoint an officer or employee who has any of these responsibilities, Any officer or employee who has or acquires an interest in any actual or proposed contract with the District shall publicly disclose the nature and extent of such interest in writing. This written disclosure will be kept on file.

(Continued)

5410 - PURCHASING (Cont'd.)**Request for Proposal Process for the Independent Auditor**

In accordance with law, no audit engagement shall be for a term longer than five (5) consecutive years. The District may, however, permit an independent auditor engaged under an existing contract for such services to submit a proposal for such services in response to a request for competitive proposals or be awarded a contract to provide such services under a request for proposal process.

Procurement of Goods and Services

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Section 186; State Finance Law, Sections 175-a and 175-b; State Correction Law, Section 184; or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of Section 104-b of General Municipal Law;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;

(Continued)

5410 - PURCHASING (Cont'd.)

- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons; and
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District.
- ~~g)~~ **Identify the individual or individuals responsible for purchasing and their respective titles. This information will be updated biennially.**

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The District will develop administrative regulations to establish procedures for the procurement of good and services.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

Alternative Formats for Instructional Materials

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the School District). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

The District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. The District will ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards.

(Continued)

5410 - PURCHASING (Cont'd.)District Plan

The District will ensure that all instructional materials used in the schools of the District are available in a usable alternative format for each student with a disability, including students requiring Section 504 Accommodation Plans, in accordance with his or her educational needs and course selection, at the same time as such instructional materials are available to non-disabled students.

The Plan will:

- a) Specify that the District gives a preference in the purchase of instructional materials it has selected for its students to those vendors who agree to provide such instructional materials in alternative formats;
- b) Specify when an electronic file is provided, how the format will be access by students and/or how the District will convert to an accessible format;
- c) Specify the process to be used when ordering materials to identify the needs of students with disabilities residing in the District for alternative format materials;
- d) Specify ordering timelines to ensure that alternative format materials are available at the same time as regular format materials are available; and
- e) Include procedures so that when students with disabilities move in the District during school year, the process to obtain needed materials in alternative formats for those students is initiated without delay.

(Continued)

5410 - PURCHASING (Cont'd.)

Environmentally Sensitive Cleaning and Maintenance Products

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

(Continued)

5410 - PURCHASING (Cont'd.)**Apparel and Sports Equipment Purchases**Competitive Bidding Purchases

The Board of Education will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel or sports equipment, is not a "responsible bidder" shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel, or sports equipment, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Non-Competitive Bidding Purchases

The Board's internal policies and procedures governing procurement of apparel and sports equipment, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel and sports equipment, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Contracts for Goods and Services

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

No Board member or employee of the School District shall have an interest in any contract entered into by the Board or the School District.

(Continued)

5410 - PURCHASING (Cont'd.)

Construction Contracts

The bidding of all construction contracts, except in an emergency, will be in accordance with the provision of General Municipal Law Sections 103 and 105 and shall be awarded by public vote of the Board of Education. In the case of emergency performance contracts, New York State Energy Law Article 9 will apply. School District administration is authorized to take appropriate steps during emergency conditions to assure the health and safety of building users and the protection of District assets to the extent necessary including the awarding of contracts, provided the Board of Education is advised in a timely manner during and after such emergency.

The Board of Education shall approve all change orders exceeding \$50,000 on all construction contracts resulting from the bidding process. Whenever possible, these change orders shall be approved in advance of actual work. Where the interests of the School District so dictate, the administration is authorized to proceed with the change order work pending approval by the Board of Education after the fact.

Education Law Sections 305(14), 1604, 1709, 1950,
2503, 2554 and 3602
General Municipal Law, Articles 5-A and 18
8 New York Code of Rules and Regulations
(NYCRR) Sections 170.2 and 200.2(b)(10),
(c)(2), and (i)