

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
TUESDAY, JULY 10, 2018  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

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AGENDA  
REGULAR MEETING  
(Immediately Following Reorganization Meeting)

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA (BOARD ACTION)
- III. APPROVAL OF MINUTES: June 18, 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. 7/10/18 – District Summer Workshop – 8:45 a.m.-3:00 p.m. – MHS Auditorium  
7/10/18 – Reorganization Meeting – 5:00 p.m. (**Regular meeting immediately following**)
  2. 7/11/18 – District Summer Workshop – 8:00 a.m.-1:00 p.m. – Mendon Golf Club
  3. 8/7/18 – (**Tuesday**) Next Regularly Scheduled Meeting – 7:00 p.m.
- D. Annual Adoption and Signing of Board Governing Mission and Communications Agreement (BOARD ACTION)
- VI. FINANCIAL REPORT – Mr. Kenney
- A. Action Items:
1. Bid Awards (See Consent Agenda)
    - a. Physical Ed Supplies & Equipment
    - b. Dust Mop and Uniform Service - Rejection of Bid
- B. Discussion:
- C. Other
- VII. HUMAN RESOURCE REPORT – Mr. Leone
- A. Action Items;
1. Professional Staff Report (BOARD ACTION)
  2. Support Staff Report (BOARD ACTION)
  3. Part Time Professional/Specialist Salaries 2018-2019 (BOARD ACTION)
  4. Approval of Bus Drivers and Attendants Contract (BOARD ACTION)
- B. Discussion:
- 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, Reevaluation CPSE to CSE Transition, Requested Review, Requested Review CPSE to CSE Transitions.
    - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews, Requested Reviews.
    - 3. Committee on Preschool Special Education: Amendment – Agreement No Meeting, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews.
  - B. Discussion:
  - C. Other:
  
- IX. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
  - B. Discussion:
    - 1. Policy Recommendation – 1<sup>st</sup> Reading
      - a. #5410-Purchasing
    - 2. Inclusivity Committee Process
  - 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
  
- XI. OLD BUSINESS
  
- XII. NEW BUSINESS
  
- XIII. PUBLIC COMMENT
  
- XIV. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: (Tuesday) August 7, 2018



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

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

PITTSFORD CENTRAL SCHOOL DISTRICT  
Board of Education Meeting  
Monday, June 18, 2018  
Board Room - Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, June 18, 2018.

BOARD MEMBERS PRESENT: A. Thomas, K. McCluski, T. Aroesty, V. Baum, I. Narotsky,  
P. Sullivan, 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: A. Binstock, M. Graham, S. Warchol, L. Norten, D. Crocker, B. Cregg, R. Rutledge, R. Scott, T. Manfriedi-Hill.

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

2. Motion was made by Mrs. McCluski, seconded by 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

3. Motion was made by Mrs. Baum, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes from its June 4, 2018, meeting. **APPROVED: MINUTES 06/04/18**  
Vote: Unanimously carried

4. Mrs. Binstock, resident, thanked those involved for the addition of restorative practices to the Code of Conduct.

5. Mrs. McCluski reported out on a recent Monroe County School Boards Association Community Outreach Advisory Committee where new members were elected.

6. Mr. Pero reported on the Annual Town/Village/School District meeting that took place on June 13. A new version of the Collaboration Contract was signed by all members of the three Boards. The new compact is as follows:

**Collaboration Compact**  
**January 1, 2018**  
**Mission Statement**

**We are a team** of Pittsford officials from the Town, Village and School District who provide leadership and vision. Our shared mission is to work together towards the betterment of all who live, work, play and learn in the Pittsford community.

**Principles of Collaboration**

These are the guiding principles under which the Collaboration Leadership Team will operate:

**Partnership** . . . . . Actively listen, be respectful and be open minded while learning about the issues and priorities of each board and determine how to support and assist each other through collaboration.

**Communication** . . . . . Create open and ongoing dialogue to learn about, and to understand the different roles and positions of the three participating boards and their members. Adhere to the longstanding practice of each entity speaking to each other and to the public with one voice in expressing its policies or positions, respectively through the Mayor, the Superintendent, and the Supervisor.

**Decision-making** . . . . . Understand the complexities and nuances that each decision may entail. Work together to understand and identify both problems and opportunities while striving towards a process and an approach that builds consensus and good will across the boards and community.

**Professionalism . . . . .** Be available and flexible, look for and build upon interdependencies while displaying ethical, courteous, civil, and honest behaviors.

**Mutual Respect. . . . .** Respect the legal jurisdiction and mission of each partner organization. When conflicts do arise, initiate dialog early, be open to compromise and avoid surprises.

**Resolved,** We, the representatives of the Pittsford Town Council and Supervisor, the Village of Pittsford Board of Trustees and Mayor, and the Pittsford Central School District Board of Education and Superintendent, proclaim the partnership and commitment between our three entities and the guiding principles of collaboration, in a formal resolution originally adopted in April, 2003 and reaffirmed annually. By signing, each member agrees to adhere to all aspects of this compact.

7. Mr. Pero noted that the two areas of focus for the Summer Workshops will be security in our schools on July 10 and diversity and inclusion on July 11. The sheriff's department will be at Mendon High School on July 10 and consultant, Adrian Hale, will be at Mendon Golf Club on July 11.

8. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried the following resolution: BE IT RESOLVED, that the Board of Education approves the Superintendent's contract commencing July 1, 2018, and terminating on June 30, 2023.  
Vote: Unanimously carried

**APPROVED:  
SUPERINTENDENT'S  
CONTRACT**

9. Motion was made by Mrs. Narotsky, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Treasurer's Report for the period ending May 31, 2018.  
Vote: Unanimously carried

**ACCEPTED:  
TREASURER'S  
REPORT**

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

**APPROVED:  
FUND BALANCE**

**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:

<b>Reserve</b>	<b>Deposit no more than:</b>	
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

11. Motion was made by Mrs. McCluski, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution:  
Vote: Unanimously carried

**APPROVED:  
2018-2019  
TRANSPORTATION  
CONTRACT**

BE IT RESOLVED, that the Board of Education does hereby approve the transportation contract with the Monroe #1 BOCES to transport and provide attendant/aide services to Pittsford Central School District students with disabilities.

12. Motion was made by Mrs. Narotsky, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution:  
Vote: Unanimously carried

**APPROVED:  
ESY 2018  
TRANSPORTATION  
CONTRACT**

BE IT RESOLVED, that the Board of Education does hereby approve the transportation contract with the Monroe #1 BOCES to transport and provide attendant/aide services to Pittsford Central School District students with disabilities

13. Motion was made by Mrs. Baum, 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 Professional Staff Report:  
Vote: Unanimously carried

**APPROVED:  
PROFESSIONAL  
STAFF REPORT**

**A. Appointment – School Related Professional**

Name: Heather White  
Position: JRE CSE Assigned  
Type of Position: Civil Service  
Probationary Period: 08/30/2018 – 02/29/2019  
Salary: \$16,299  
Effective Date: August 30, 2018

**B. Resignation for Retirement – Teacher  
Richard Kelly**

**C. Resignation – School Related Paraprofessional  
Elizabeth Krowl**

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

**APPROVED:  
SUPPORT  
STAFF REPORT**

APPOINTMENTS

<u>CLERICAL</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Vera Foster	Off Clk III	MCE	37.5/wk	7/30/18	\$28,563
Elizabeth Krowl	Off Clk III	MHS	37.5/wk	8/27/18	24,333
Nancy Neamtu	Off Clk III	ATH	37.5/wk	7/01/18	32,647

APPOINTMENTS

<u>CUST/MAINT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Nicholas Carbone	Summer Help	TECH	8/day	6/18/18	\$10.50/hr.
Krista Kogler	Summer Help	GRNDS	8/day	6/6/18	10.50/hr.

APPOINTMENTS

<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Bobby Ruth	ATTEND.	BG	AM-PM	6/1/18	\$11.92/hr.
Alejandra Rivera	ATTEND.	BG	AM-PM	9/4/18	11.18/hr.

RESIGNATIONS

<u>TRANSPORTATION</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Aдриene Bacon	BUS DRIVER	BG	6 mo	6/4/18

15. Mr. Leone noted that this coming Friday is Marcia Holmes last day in the District.

16. Mrs. Vaughan-Brogan shared with the Board that there were two minor changes in wording to the Code of Conduct that was brought before them at the Public Hearing of June 4, 2018, and noted that they will be taking action on this on the Consent Agenda.

17. Mr. Pero noted Board Policy #5685 – Automated External Defibrillators that will be acted upon this evening, also under the Consent Agenda.

99.

18. Past Presidents, Liz Norten, Barb Cregg, Debbie Crocker, Rita Rutledge and current president-elect Robin Scott were present to pay tribute to Roni Walker for her years of service to Pittsford and the years of a wonderful working relationship with the PTSA. Board members Kim McCluski, Irene Narotsky and Valerie Baum are also former PTSA Presidents present.

19. Board members read the following resolution in honor of Mrs. Walker, who will be retiring after 34 years of service on June 30, 2018.

Board of Education Resolution ● Veronica Walker ● June 18, 2018

This evening, the Pittsford Board of Education recognizes Veronica Walker for thirty-four years of dedicated service; twenty-nine as Board of Education clerk. Veronica has served in a manner that represents PCSD in the highest regard as she has always served with the strongest sense of integrity, care, compassion and professionalism. We thank Veronica Walker for consistently reflecting the highest values, ethics, and level of transparency in her combined thirty-four years of service.

**WHEREAS**, Veronica Walker., retires on June 28, 2018, after completing outstanding service to The Pittsford Central School District since 1984; and

**WHEREAS**, Veronica Walker became Assistant to the Superintendent and Board of Education Clerk in 1989; and

**WHEREAS**, Veronica Walker received the NYS Association of Educational Office Professionals, “Office Professional of the Year” (August, 1997); and

**WHEREAS**, Veronica Walker Became the Area Director for NYS Association of Educational Office Professionals (February 2001); and

**WHEREAS**, Veronica Walker received PTSA Honorary Life Membership in 1994; and

**NOW, THEREFORE, BE RESOLVED** that the Pittsford Board of Education takes great pleasure in recognizing the significant professional achievements of Veronica Walker, and herewith expresses its sincere gratitude for the invaluable contributions she has made to the Pittsford Central School District, and to Monroe County.

**BE IT FURTHER RESOLVED**; that this resolution be documented in the permanent minutes of the Board and that copies be sent to Veronica Walker to share with her family; and posted on the Pittsford Website to share with all members of our community

20. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty and carried regarding the following resolution: **BE IT RESOLVED**, that the Board of Education approves the following items per the Consent Agenda:

**APPROVED:  
CONSENT  
AGENDA**

Vote: Unanimously carried

*Bid Awards:*

Art Supplies	Various Vendors	\$ 6,490.93
Athletic Supplies – Chairs	W.B. Mason	3,578.80
Athletic Supplies & Equipment	Various Vendors	25,606.81
BOCES II Cooperative Food Supply	Palmer Food Service (cost estimated)	366,702.08
Food Service Fresh Bagels	Brownstein’s Deli & Bakery (\$4.80/dozen)	8,640.00
Nurse & Trainer Supplies	Various Vendors	7,131.53
Microphone System	Brighton Lights, DBA Applied Auto	20,501.28

*These reports in their entirety are duly made a part of these minutes and 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 Reviews, Requested Review CPSE to CSE Transitions.*

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

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

*Board Policies:*

#3410 – Code of Conduct

#5685 – Automated External Defibrillators

21. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried, regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 7:24 p.m.

**APPROVED:  
ADJOURNMENT**

Respectfully submitted with heartfelt wishes to all,



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. \_\_\_\_\_



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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”.
- Never dialogue for the purpose of sharing opinions on matters before the Board, or influencing others.
- 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: July 10, 2018

H:\offdata\msword\board\agreement re communications

# 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: July 10, 2018  
BID TITLE: Physical Ed Supplies & Equipment  
DATE ADVERTISED: March 28, 2018 *The Daily Record*  
DATE BID OPENING: April 11, 2018  
FUNDS: 2018-2019 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
<i>Physical Ed Supplies</i>		
	Laux Sporting Goods	200.50
	Pyramid Paper Company	167.59
	S&S Worldwide	464.91
	School Specialty	827.54
	The Prophet Corp (DBA: Gopher Sport)	1,748.74
	Varsity Brands Holding Co. (DBA: BSN Sports)	1,516.15
	<b>TOTAL:</b>	<b>\$ 4,925.43</b>

**Comments:** PE Supplies Bid runs from Board award date through May 31, 2019. Bid represents 69 items. Bid responses were reviewed by Esther Marino, District Leader for Physical Education; Cynthia Heagerty, Deputy Purchasing Agent; and Karen Houston, Purchasing Agent. Bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting required specifications.

*Darrin T. Kenney*

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Darrin Kenney, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION TO REJECT COMPETITIVE BID

TO: Board of Education  
FROM: Darrin Kenny, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: July 10, 2018  
TOPIC: Dust Mop and Uniform Service  
Advertised Date: April 20, 2018 *The Daily Record*  
Date of Bid Opening: April 30, 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 reject contract to the following vendor originally awarded 5/7/18:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
18-19 Dust Mop & Uniform Service	Unifirst	\$ 24,000.00
<b>TOTAL:</b>		<u>\$ 24,000.00</u> (Cost Estimated)

**Comments:** Unifirst is not able to provide & honor the bid prices on an annual term basis (7/1/18-6/30/19) per the bid specification page 4 #9. Unifirst is recending their bid response dated 4/25/18. See attached letter from Unifirst.

*Darrin T. Kenney*

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



**UniFirst Corporation**  
2085 Brighton-Henrietta TL Road  
Rochester, NY 14623  
Phone: 585-272-4690  
Fax: 585-272-7162

To Whom it May Concern,

The bid provided by UniFirst on 4/25/2018 utilized the NJPA (National Joint Powers Alliance) price and term structure and is written for multiple years. We are not able to provide & honor the bid numbers on an annual term July 2018 – June 2019 per the bid specification page 4 #9. We apologize for the clerical error and miscommunication; and hope to work with Pittsford Central Schools for these services.

Best Regards,

Jason Drummey

UniFirst Sales Manager

A handwritten signature in black ink, appearing to read "Jason Drummey", written in a cursive style.

PITTFORD CENTRAL SCHOOL

PITTSFORD, NEW YORK

PART TIME PROFESSIONAL/SPECIALIST SALARIES 2018 - 2019

	<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.

Board of Education