

**PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION  
REORGANIZATIONAL MEETING – 5:00 P.M.  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL  
July 10, 2018**

**AGENDA**

- I. MEETING CALLED TO ORDER BY SUPERINTENDENT PERO
- II. PLEDGE OF ALLEGIANCE
- III. OATH OF OFFICE – DISTRICT CLERK, MRS. DEBORAH CARPENTER
- IV. OATH OF OFFICE – REELECTED BOARD MEMBER, MRS. IRENE FELDMAN-NAROTSKY
- V. OATH OF OFFICE – REELECTED BOARD MEMBER, MRS. VALERIE BAUM
- VI. OATH OF OFFICE – REELECTED BOARD MEMBER, MRS. RENÉ SANCHEZ KAZACOS
- VII. APPROVAL OF REORGANIZATION MEETING AGENDA **(BOARD ACTION)**
- VIII. ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2018/2019 **(BOARD ACTION)**
  - A. Oath of Office
- IX. ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2018/2019 **(BOARD ACTION)**
  - A. Oath of Office
- X. OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS, MR. MICHAEL PERO
- XI. APPOINTMENTS: **(BOARD ACTION)**

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. Mrs. Carpenter will give the District Treasurer, Assistant Treasurer and Internal Claims Auditor 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.

XII. DESIGNATIONS

**(BOARD ACTION)**

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)

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.

XIII. AUTHORIZATIONS:

**(BOARD ACTION)**

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	825

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.

<b>Title</b>	<b>Card Holder</b>	<b>Per Use Limit</b>	<b>Daily Limit</b>
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

**XIV. BOARD COMMITTEE APPOINTMENTS**

- A. Monroe County School Boards Association Committees
  - 1. Executive
  - 2. Legislative
  - 3. Labor Relations
  - 4. Information Exchange
  - 5. Board President's
  - 6. COAC – Communications Outreach Advisory Committee
  - 7. Steering Committee
  
- B. District or Board Committees
  - 1. NYSSBA Voting Delegate
  - 2. Legislative Liaison
  - 3. Teacher Center Policy Board
  - 4. Town/Village/School District Leadership
  - 5. Audit Oversight Committee
  - 6. District Advocacy Committee
  - 7. BOE Self Evaluation – Chairs listed below
    - a. Field Trips – Irene Narotsky
    - b. Community Engagement – Valerie Baum
    - c. BOE Insight Articles – Pete Sullivan
    - d. Budget Communications – Ted Aroesty