

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
MONDAY, NOVEMBER 4, 2019  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

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AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. PITTSFORD PRIDE
- V. APPROVAL OF MINUTES: October 25, 2019 (BOARD ACTION)
- VI. 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.*
- VII. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board President's – next meeting – 11/6/19
    - 2. Executive Committee – next meeting – 12/4/19
    - 3. Information Exchange Committee – next meeting – 11/20/19
    - 4. Labor Relations Committee – next meeting – 11/20/19
    - 5. Legislative Committee – next meeting – 11/6/19
    - 6. Steering Committee – next meeting – 1/29/20
    - 7. Communications Outreach Advisory Committee- next meeting-TBD
  - B. Other Meeting Reports
  - C. Dates to Remember
    - 1. 11/11/19 – Schools Closed for Veteran's Day
    - 2. 11/14/19- Board Visit/Tour at Allen Creek Elementary School (Tour 7:15 am/Visit 7:30)  
(Rescheduled from 11/7/19)
    - 3. 11/18/19 – Next Regularly Scheduled Meeting
- VIII. FINANCIAL REPORT – Darrin Kenney
  - A. Action Items:
    - 1. 2018/19 Management Letter – Corrective Action Plan (BOARD ACTION)
    - 2. Deputy Purchasing Agent (BOARD ACTION)
    - 3. Bid Awards (See Consent Agenda)
      - a. BOCES II Cooperative Electricity Bid
      - b. Sale of School District Outdated Textbooks
  - B. Discussion:
  - C. Other:

- IX. HUMAN RESOURCE REPORT – Mr. Leone
  - A. Action Items:
    - 1. Professional Staff Report (BOARD ACTION)
    - 2. Support Staff Report (BOARD ACTION)
  - B. Discussion:
  - C. Other:
  
- X. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items: (See Consent Agenda)
    - 1. Committee on Special Education: Amendments – Agreements No Meetings, Reevaluation Reviews, Requested Reviews, Requested Review Transfer Student.
    - 2. Sub-Committee on Special Education: Amendments – Agreements No Meetings, Reevaluation Reviews, Requester Review, Transfer Student – Agreement No Meeting.
    - 3. Committee on Preschool Special Education: Initial Eligibility Determination Meeting, Amendments – Agreement No Meetings.
  - B. Discussion:
  - C. Other:
  
- XI. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. Field Trip Approval to Townson, MD (Girls Lacrosse) (BOARD ACTION)
    - 3. Field Trip Approval to Kissimmee, FL (MHS Baseball) (BOARD ACTION)
  - B. Discussion:
    - 1. Policy Recommendation – 1<sup>st</sup> Reading
      - a. #2335-Health and Dental Insurance for Board of Education Members
  - C. Other:
  
- XII. CONSENT AGENDA (BOARD ACTION)
  - A. Bid Awards
  - B. Committee on Special Education
  - C. Sub-Committee on Special Education
  - D. Committee on Preschool Special Education
  
- XIII. OLD BUSINESS
  
- XIV. NEW BUSINESS
  
- XV. PUBLIC COMMENT
  
- XVI. ADJOURNMENT/RECESS (BOARD ACTION)

Next regularly scheduled meeting: November 18, 2019



**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)**

For Board  
Approval

PITTSFORD CENTRAL SCHOOL DISTRICT

Board of Education Meeting

Monday, October 21, 2019

Barker Road Middle School

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The REGULAR MEETING of the Pittsford Central School District Board of Education began at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, October 21, 2019.

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, E. Woods

OTHERS PRESENT: *The sign-in sheets in their entirety are duly made a part of these minutes and are kept in a supplemental file for this meeting.*

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 with the following change: public comment moved before the principal's report. It was also noted that the Professional Staff Report would be under the Superintendent's report this evening. Vote: Unanimously carried by those present

**APPROVED:  
AGENDA**

3. This evening our Board members were recognized as part of School Board Recognition week. Mr. Pero noted how incredibly important, thoughtful, compassionate and dedicated our Board members are. He expressed that our Board makes so many decisions and none of them come from a selfishly derived single agenda item. He thanked the Board for being calm, level-headed and asked everyone to celebrate how special they are. In addition, Mrs. Stephanie Warchol, on behalf of the Pittsford District Teachers' Association (PDTA), Mr. Shawn Clark, on behalf of the Pittsford District Administrators' Association (PDAA) and Mrs. Robin Scott, on behalf of the Pittsford Parent, Teacher, Student Association (PTSA), all extended sincere appreciation to the Board of Education members for their countless hours of service, support, leadership and commitment to maintaining excellence in Pittsford schools. As a gesture of gratitude, each group donated funds to the K.E.E.P. foundation in their honor. Mrs. Christie Karpovich, on behalf of the Pittsford Educational Office Professionals (PEOP), expressed grateful recognition of the unselfish and dedicated service of our Board members, and noted that a donation has been made to the District's Student Opportunity Fund in their name.

A short 5 minute break occurred during this time - 7:09 pm

4. Mr. Roger DeBell, principal, was present to update the Board on the activities taking place at Thornell Road Elementary School. He also thanked the Board for being amazing at what they do every day and said how fortunate we are to have them.

5. 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 minutes of its October 7, 2019, meeting. Vote: Unanimously carried by those present

**APPROVED:  
MINUTES  
10/7/19**

41.

6. Board Reports: Mrs. Thomas read the MCSBA meeting dates as well as other dates to remember.

7. Financial Report: Mr. Kenney provided an update on the debt service fund.

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

**APPROVED:  
SUPPORT  
STAFF REPORT**

Vote: Unanimously carried by those present

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Cheryl Bagley	Office Clerk	DO	20 Wk.	10/10/2019	\$13.45 hr.
Rebecca Hyatt	Office Clerk	DO	37.5 Wk.	10/21/2019	\$29,751 + Stipend

CLERICAL

<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Carla Bohrman	Office Clerk III	CRMS	20+ Yrs.	01/10/2020

CLERICAL

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Jodie Licherdell	School Lunch Aid	MCE	1 Month	10/08/2019

CUSTODIAL/MAINTENANCE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Douglas Quartus	Cleaner	MHS	40 Wk. C-shift	11/04/2019	\$27,620

9. Curriculum Report: Mrs. Ward provided to the Board an update on the Secondary Assessment Data.

10. Special Education Report: Mrs. Woods noted that all items would be acted upon this evening under the Consent Agenda.

11. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves calling an Executive Session for the purpose of discussing the employment history of a particular person, where no official business will be conducted. This session will take place immediately after the Regular Meeting.

**APPROVED:  
EXECUTIVE  
SESSION**

Vote: Unanimously carried by those present

12. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty 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 - Certificated Staff**

Name: Todd Williams  
Position: Teacher  
Type of Position: Regular Substitute  
Tenure Area: Science  
Probationary Period: N/A  
Certification: Permanent  
Salary: \$55,058  
Effective Date: 10/17/2019

**B. Resignation for Retirement - Administrator**

Michael Leone, Assistant Superintendent for Human Resources – See Letter

**C. Resignation – Paraprofessional**

Deborah Scott – Educational Assistant – See Letter

Mr. Pero noted that Mr. Leone would be retiring at the end of the school year. Mr. Pero said in thinking about the number of different bargaining units we have, he reflected on the numerous contract negotiations that Mr. Leone has handled. He noted that Mr. Leone always conducted the facilitation of contracts with dignity, care and compassion with almost every one being settled on time. Mr. Pero also acknowledged Mr. Leone for having set up processes to bring in the highest quality candidates for the hiring of several administrative positions. He credited Mr. Leone on his collaboration with many different stakeholders as well as creating a system that was as fair as it could be for all involved. Mr. Leone has also been the head of many difficult and sensitive committees such as ROAC, IAC and APPR which are always emotionally charged. Mr. Pero said that Mr. Leone has continuously been a strong sounding board for so many and he has the gift of taking sensitive complex information and putting it into an ethical framework that comes back to our mission, vision and values.

Mrs. Thomas reflected on the path and journey that Mr. Leone so positively put the district on. She said that he will be sorely missed and that they are sorry to see him go.

13. 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 Calkins Rd. M.S./Barker Rd. M.S. field trip to Toronto, Ontario on 4/24/20 6:30 am-9:00 pm. Vote: Unanimously carried by those present

**APPROVED:  
CRMS/BRMS  
FIELD TRIP**

14. Mr. Pero noted the donation of \$2000.00 from K.E.E.P. to support the Pittsford Student Opportunity Fund.

15. Motion was made by Mr. Aroesty, seconded by Mr. Sullivan 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**

Committee on Special Education: Amendments – Agreements No Meetings, Reevaluation Reviews, Requested Reviews, Requested Review Transfer Student.

Sub-Committee on Special Education: Amendments – Agreements No Meetings, Reevaluation Reviews, Requester Review, Transfer Student – Agreement No Meeting.

Committee on Preschool Special Education: Transfer Student – Agreement No Meeting.

Gift to the District: Donation of \$2000.00 from K.E.E.P. for use by Pittsford's Student Opportunity Fund.

MOA (Memorandum of Agreement) Approval for Administrative Employee Retirement.

16. Public comment: Mr. Cerbone, PDTA President, congratulated Mr. Leone and thanked him for his integrity, thoughtfulness and open conversations while working together. Mrs. Scott, PTSA President, said that Mr. Leone will be truly missed and that PTSA appreciates the opportunity to allow parents to work on different committees as well as the election process.

17. 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 recessing its Regular Meeting in order to enter into Executive Session at 8:21 p.m. Vote: Unanimously carried by those present

**APPROVED:  
RECESS**

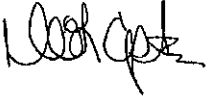
43.

18. Motion was made by Mrs. Thomas, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session and Regular Meeting at 8:45 p.m.

Vote: Unanimously carried by those present

**APPROVED:  
ADJOURNMENT**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Deborah L. Carpenter".

Deborah L. Carpenter  
School District Clerk

# Pittsford Schools


Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
585.267.1036

Fax: 585.381.9368

Leeanne\_Reister@pittsford.monroe.edu

Leeanne G. Reister  
Director of Finance

TO: ✓ Michael Pero, Superintendent  
Darrin Kenney, Asst. Superintendent for Business

FROM: Leeanne G. Reister, Director of Finance 

SUBJECT: 2018-19 Management Letter – Corrective Action Plan

DATE: October 21, 2019

## **Prior Year Deficiency Pending Corrective Action:**

**Off-site Collections – Our examination revealed several instances where Athletic Admissions, Summer Enrichment Program & Driver's Education receipts were not deposited in a timely manner**

**We recommend the District continue to make every effort to deposit funds within 3-5 business days after being received.**

The district will continue to review cash collection procedures with staff that are responsible for collecting money in off-site locations. These procedures will include cash collection, reconciliation, signatures of ticket takers, and deposit preparation. In addition, the District will perform random audits of cash collection events or activities. The BOE Cash Collection Policy will be included in these written procedures to reinforce timeliness of deposits. An online registration and payment system has been implemented which significantly reduces the amount of cash and checks that are handled. Drop safes are being placed in every building to enhance security for staff to place deposits for transport to the Business Office. The Director of Student Services has also worked with the Summer Enrichment and Driver's Education program Directors to identify a schedule of days that deposits will be made in order to meet the 3-5 day requirement.

Therefore, BE IT RESOLVED, that the Board of Education approves the External Audit Report Corrective Action Plan as presented.

# 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: October 30, 2019  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business  
Re: Deputy Purchasing Agent

DTK

As you know, the Business Office has recently experienced some retirements that have resulted in several moves of various positions. As a result, we need to address some vacancies and potential internal controls conflict of interest items.

At the July 2019 Re-organization meeting the Board of Education appointed Cindy Heagerty to Deputy Purchasing Agent, which temporarily serves as the Purchasing Agent during the absence of the Board appointed Purchasing Agent, to assure continuity and timely purchasing process. With the recent retirement of Laurie Patterson, Internal Claims Auditor, Cindy has been appointed to that position. It is not good practice to potentially have the Claims Auditor reviewing the work they may have done as Deputy Purchasing Agent. Incidentally, there has not been a conflict of interest because since Cindy has been Internal Claims Auditor, she has *not* been utilized in the capacity of the Deputy Purchasing Agent.

Therefore, I am recommending for your and the Board's consideration, Karen Houston be appointed as the Deputy Purchasing Agent at the hourly rate of \$35 per hour on an occasional and as needed basis. Karen recently retired as the District's Purchasing Agent. This will better afford transition and knowledge of our systems and budget code structure. I have provided an updated resolution that follows the same format to what was utilized at the Re-organization meeting in July.

I would be happy to discuss any questions or concerns you may have. Thank you for your consideration in helping the department continue uninterrupted purchasing process and quality customer service districtwide.

BE IT RESOLVED, that the July 9, 2019 Board of Education appointment of Deputy (substitute) Purchasing Agent by amended to replace Cynthia Heagerty with the appointment of Karen Houston at the rate of \$35 per hour, retroactive to November 1, 2019 and for the remainder of the 2019/2020 school year.

DTK:kd

Cc: Michael Leone  
Leeanne Reister



# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR COMPETITIVE BID AWARD

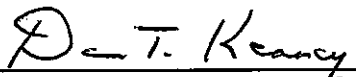
TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie)  
BOE DATE: November 4, 2019  
TOPIC: BOCES II Cooperative Electricity Bid RFB-1921-19  
Date Advertised: October 10, 2019, *Democrat & Chronicle*  
Date of Bid Opening: October 23, 2019  
Time of Bid Opening: 2:00 PM at BOCES II  
SOURCE OF FUNDS: 640-1622-418 & 670-5530-420

**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
<i>Electricity</i>	Energy Cooperative of America, Inc.	<u>\$1,535,000.00</u>

(Est: 2020 and 2021 Budget)

**Comments:** The BOCES II Cooperative Electricity Bid contract period is 01/01/20-12/31/20. Two bids were received at time of bid opening and reviewed by Rose Brennan, BOCES II Bid Coordinator, and William A. Baker, KB Marketing Associates. Energy Cooperative of America, Inc. submitted the bid with the lowest potential cost while meeting all specifications; therefore, Mr. Baker recommends bid award to Energy Cooperative of America, Inc. See Mr. Baker's attached recommendation letter for further explanation.

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



KB Marketing Associates  
Energy Professionals  
PO Box 455, Walworth, NY 14568-0455  
(585) 507-7451  
[kbma1@rochester.rr.com](mailto:kbma1@rochester.rr.com)

October 24, 2019

Rose Brennan, Purchasing Agent  
Monroe 2-Orleans BOCES  
3599 Big Ridge Road  
Spencerport, NY 14559-1799

Subject: School District Cooperative Bid Advisement for CY2020 Electric Supply

Dear Rose:

After reviewing the two (2) bids received on October 23rd for the supply of Electricity to the school districts participating in the Monroe 2-Orleans BOCES bid for the contract period January 1 thru December 31, 2020, I have concluded that the bid submitted by **Energy Cooperative of America, Inc.** for the **fixed price Adder** would best serve these districts with the potential lowest possible cost while meeting the Bid Specifications.

Electricity supplied via Energy Cooperative of America, Inc. (ECA) will utilize the ESS Price Option contract method from RG&E and National Grid using a variable supply price for all electricity used during this 12-month period. This supply price will be composed of the NYISO Day Ahead Market commodity price + ECA's fixed price Adder + CES Clean Energy Standard + NYISO Supply system losses. This method was chosen for its potential for lowest prices and minimal risk of price escalation. Billing will utilize the dual-billing model with separate monthly billing from ECA and the LDCs.

Attached is my analysis providing the verification calculations for the two (2) bids submitted. The adder price for 2020 will average **\$.0053691/Kwh** which is **19% lower** than the current CY2019 average adder price. The adder price represents approximately 16.6% of the total supply cost of electricity to the Districts. This decrease will save the bid participants approximately \$80,000 annually.

The electric supply prices are anticipated to remain low due to lower cost power generation in the NYS Grid. The NYS Clean Energy Standard (CES) charge will to be charged on all electric supply billings during 2020. This is the NYS & PSC mandated charge which the electric energy suppliers are required to collect from their customers. My monthly electric billing cost analysis breaks down all the charges contained in the electric supply billing.

Thank you for this opportunity to continue serving you in energy related matters.

Sincerely,

A handwritten signature in black ink, appearing to read 'WABaker'.

William A. Baker, Consultant  
Attachment: BOCES 2 ELECTRIC BID RESULTS ANALYSIS & CALCULATION - CY2020

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR SALE AND DISPOSAL OF SCHOOL DISTRICT TEXTBOOKS


TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie, Purchasing Agent)  
BOE DATE: November 4, 2019  
TOPIC: Sale of School District Outdated Textbooks

The attached list of surplus textbooks was previously approved for disposal by the Board. K-12 submitted a subsequent bid on 10/28/2019 with a request to purchase 40 of the Pearson Grade 4 common core textbooks @ \$1.30/ea. Melanie Ward, Assistant Superintendent for Instruction, reviewed the list and approved the textbooks books for sale.

The following quotes were received for the textbooks:  
K-12 Book Buyer \$52.00

**BE IT RESOLVED**, that the Board of Education of the Pittsford Central School District sell the textbooks to K-12 Book Buyer for \$52.00.

**Comments:** Please see attached list of textbooks books to be disposed.



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Darrin Kenney, Assistant Superintendent for Business



# Pittsford Schools

## Field Trip Approval Form

This form must be filled out for every district field trip. Complete and submit at least three months in advance for an overnight, out of state or out of country trip and 30 days for a day trip.

**Date of application:** 9/30/19

**School Requesting Trip:** Athletics

**Date(s) of trip:** 4/8/20 - 4/10/20

**Classification of trip:** (Check all that apply)

- Day Trip
- Overnight without missing instructional time
- Overnight with missing instructional time
- Out of state
- Out of country

**Type of field trip:** Athletic

**Class/Club/Team Name Participating in the Trip:**

Pittsford Varsity Girls Lacrosse

**Reason for Trip:**

To play two high quality non-league opponents and an opportunity for team building.

**Trip Initiator(Teacher/Advisor/Coach):**

Donovan

Lopez

First Name

Last Name

**Trip Initiator Email:** [dlopez@mwcsd.org](mailto:dlopez@mwcsd.org)

**Number of substitute teacher(s) to be needed for the date(s) of the trip?** None

## TRIP LOGISTICS

Have both the district and building calendars been checked for conflicts?

Yes     No

Identify conflicts:

**Trip Destination Address:** (if overnight trip, provide name and address of overnight lodging)

**Name:** Holiday Inn Express

**Street Address:** 815 Hampton Lane

**City:** Towson

**State:** MD

**Zip:** 21286

**Date(s) of Departure from School:** 4/8/20

**Time(s) of Departure from School:** 7:00 AM

**Date(s) of Return to School:** 4/10/20

**Time(s) of Return to School:** 10:00 PM

**Estimated round trip miles:** 802

**Estimated Number of Students participating in trip:** 25

**Estimated Number of PCSD Chaperones participating in trip:** 2/3

**Estimated Number of Parent Chaperones participating in trip:** 0

**Is a nurse needed to attend the trip?** No

**Are you aware of the process for collecting, administering, distributing and securing medication?** Yes

**Are you aware of the process for accommodating students with IEP's, allergies, and/or medical conditions?** Yes

**Is trip insurance available for this trip?**

Yes     No, Explain **Booster will reimburse for any loss**

**Type of transportation. Check all that apply:**

- Pittsford School Bus
- Non-Pittsford School Bus
- Commercial Tour Bus
- Train
- Airplane
- Other

## TRIP COSTS - Expenses

Are you aware of any students who may require alternative financial support in order to attend? No - Explain

If we do have students in need PCLI will work with them to help reduce the cost.

Estimated trip cost per student: \$ 275

Additional costs per student (spending money, event fees, food, gratuities, etc):\$ 100

Estimated Trip Insurance fee per student (if applicable): \$

## TRIP FUNDING - Payments

Student payments will be made to: Other, please specify PCLI will collect money and pay bus and hotel direc

Please describe any fundraising (if involved):

local restaurants will donate a percentage of sales on a given night and/or hosting a youth lacrosse clinic.

## Supervision of Overnight, Extended, Out-of-State, Out-of-Country Trips

Name of Tour Company used to manage trip:

Date of Parent Informational Meeting:

Date of Chaperone Meeting:

Supervision Details i.e. baggage checks, curfews, room check-ins, non-direct supervision activities:

room checks at 10PM, bag check before departure, team meetings, unannounced room checks.

Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct  
*Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.*

Trip Advisor Initials: DL

Trip Adviser will provide participants with the field trip cancellation policy and will obtain confirmation that all participants have read this policy.

*Policy 8460: The Superintendent or designee reserves the right to cancel a field trip, particularly if security and safety is in doubt.*

Trip Advisor Initials: DL

**Curricular / Instructional**

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

**Preparation Activities (How will the student be prepared to for the trip as an instructional activity?):**

**On Trip Activities (What instructional activities will occur on the trip?):**

**Follow-Up Activities (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?):**

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

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

**Other remarks about trip not included in any of the above fields:**

**Approvals:**

**Building Principal / Director Initials: SB**

**Date: 10/7/19**

**Superintendent Initials: MP**

**Date: 10/30/19**



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# Pittsford Schools

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## Field Trip Approval Form

This form must be filled out for every district field trip. Complete and submit at least three months in advance for an overnight, out of state or out of country trip and 30 days for a day trip.

**Date of application:** 10/9/19

**School Requesting Trip:** MHS

**Date(s) of trip:** 4/4/20-4/10/20

**Classification of trip:** (Check all that apply)

- Day Trip
- Overnight without missing instructional time
- Overnight with missing instructional time
- Out of state
- Out of country

**Type of field trip:** Athletic

**Class/Club/Team Name Participating in the Trip:**

Pittsford Mendon Varsity Baseball

**Reason for Trip:**

Spring Training and League games played at Disney's ESPN Wide World of Sports

**Trip Initiator(Teacher/Advisor/Coach):**

Jeffry

Amoroso

First Name

Last Name

**Trip Initiator Email:** jamoroso@rochester.rr.com

**Number of substitute teacher(s) to be needed for the date(s) of the trip?** None

**TRIP LOGISTICS**

Have both the district and building calendars been checked for conflicts?

Yes     No

None

Identify conflicts:

**Trip Destination Address:** (if overnight trip, provide name and address of overnight lodging)

**Name:** ESPN Wide World of Sports                      **Street Address:** 700 S. Victory Way

**City:** Kissimmee    **State:** Florida    **Zip:** 34747

**Date(s) of Departure from School:** 4/4/20

**Time(s) of Departure from School:** 10 am

**Date(s) of Return to School:** 4/10/20

**Time(s) of Return to School:** 6 pm

**Estimated round trip miles:** 2540 miles

**Estimated Number of Students participating in trip:** 20

**Estimated Number of PCSD Chaperones participating in trip:** 4 coact

**Estimated Number of Parent Chaperones participating in trip:**

**Is a nurse needed to attend the trip?** No

**Are you aware of the process for collecting, administering, distributing and securing medication?** Yes

**Are you aware of the process for accommodating students with IEP's, allergies, and/or medical conditions?** Yes

**Is trip insurance available for this trip?**

Yes                       No, Explain

**Type of transportation. Check all that apply:**

- Pittsford School Bus
- Non-Pittsford School Bus
- Commercial Tour Bus
- Train
- Airplane
- Other

## TRIP COSTS - Expenses

Are you aware of any students who may require alternative financial support in order to attend? No - Explain

Estimated trip cost per student: \$ 1500

Additional costs per student (spending money, event fees, food, gratuities, etc):\$ 0

Estimated Trip Insurance fee per student (if applicable): \$ 25

## TRIP FUNDING - Payments

Student payments will be made to: Other, please specify Mendon Baseball Boosters

Please describe any fundraising (if involved):

Mendon Baseball Boosters fundraising activities include: Pontillo's Coupon Books, Bristols Gift cards, Parent social and silent auction, pancake breakfast, corporate sponsors and donations

## Supervision of Overnight, Extended, Out-of-State, Out-of-Country Trips

Name of Tour Company used to manage trip:

Date of Parent Informational Meeting: 3/14/20

Date of Chaperone Meeting: 3/14/20

Supervision Details i.e. baggage checks, curfews, room check-ins, non-direct supervision activities:

Coaches conduct baggage checks at Mendon prior to boarding bus to airport. Coaches set nightly curfew and are with students the entire trip

Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct

*Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.*

Trip Advisor Initials: JA

Trip Adviser will provide participants with the field trip cancellation policy and will obtain confirmation that all participants have read this policy.

*Policy 8460: The Superintendent or designee reserves the right to cancel a field trip, particularly if security and safety is in doubt.*

Trip Advisor Initials: JA

**Curricular / Instructional**

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

Team & skill building for the spring season

**Preparation Activities (How will the student be prepared to for the trip as an instructional activity?):**

5 games plus additional practices

**On Trip Activities (What instructional activities will occur on the trip?):**

**Follow-Up Activities (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?):**

N/A

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

No school days will be missed over spring break

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

N/A

**Other remarks about trip not included in any of the above fields:**

**Approvals:**

**Building Principal / Director Initials:** *SMB*

**Date:** 10/30/19

**Superintendent Initials:** MP

**Date:** 10/30/19