



Thank you PCSD Board of Education!!

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
MONDAY, OCTOBER 21, 2019
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA (BOARD ACTION)
- III. PRINCIPAL'S REPORT – Mr. Roger DeBell, Thornell Road Elementary School
- IV. APPROVAL OF MINUTES: October 7, 2019 (BOARD ACTION)
- V. 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.
- VI. 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 – 10/23/19
 - 5. Legislative Committee – next meeting – 11/6/19
 - 6. Steering Committee – next meeting – 10/30/19
 - 7. Communications Outreach Advisory Committee- next meeting-10/21/19
 - B. Other Meeting Reports
 - C. Dates to Remember
 - 1. 11/4/19 – Next Regularly Scheduled Meeting
- VII. FINANCIAL REPORT – Darrin Kenney
 - A. Action Items:
 - B. Discussion:
 - 1. Debt Service Update
 - C. Other:
- VIII. HUMAN RESOURCE REPORT – Mr. Leone
 - A. Action Items:
 - 1. Support Staff Report (BOARD ACTION)
 - B. Discussion:
 - C. Other:

- IX. CURRICULUM REPORT – Mrs. Ward
 - A. Action Items:
 - B. Discussion:
 - 1. Secondary Assessment Data
 - 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: Transfer Student – Agreement No Meeting.
 - B. Discussion:
 - C. Other:

- XI. SUPERINTENDENT’S REPORT – Mr. Pero
 - A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. Professional Staff Report (BOARD ACTION)
 - 3. Field Trip Approval to Toronto, Ontario (CRMS/BRMS) (BOARD ACTION)
 - 4. Gift to the District (See Consent Agenda)
 - a. Donation from KEEP of \$2,000.00 for use by Pittsford’s Student Opportunity Fund.
 - B. Discussion:
 - C. Other:

- XII. CONSENT AGENDA (BOARD ACTION)
 - A. Committee on Special Education
 - B. Sub-Committee on Special Education
 - C. Committee on Preschool Special Education
 - D. Gift to the District
 - E. MOA Approval for Administrative Employee Retirement

- XIII. OLD BUSINESS

- XIV. NEW BUSINESS

- XV. PUBLIC COMMENT

- XVI. ADJOURNMENT/RECESS (BOARD ACTION)

Next regularly scheduled meeting: November 4, 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

PITTSFORD CENTRAL SCHOOL DISTRICT

Board of Education Meeting
Monday, October 7, 2019
Barker Road Middle School

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 7, 2019.

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

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, D. Kenney, M. Leone, P. Vaughan-Brogan, M. Ward, N. Wayman, 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. Sanchez-Kazacos, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting with the following addition: Field Trip request approval.

**APPROVED:
AGENDA**

Vote: Unanimously carried

3. 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 minutes of its September 25, 2019, meeting.

**APPROVED:
MINUTES
9/25/19**

Vote: Unanimously carried

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

5. Motion was made by Mr. Aroesty, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer's Report for the month of August 2019.

**ACCEPTED:
TREASURER'S
REPORT**

Vote: Unanimously carried

6. Motion was made by Mrs. Narotsky, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, at its regular meeting held on October 7, 2019 and on the recommendation of the Audit Oversight Committee accepts the Basic Financial Statements and Communicating Internal Control Related Matters Identified in an Audit Report (formerly Management Letter) for the year ended June 30, 2019 as presented.

**APPROVED:
EXTERNAL
AUDIT
REPORT**

Vote: Unanimously carried

7. Motion was made by Mrs. Baum, seconded by Mrs. Sanchez-Kazacos 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

37.

A. Appointment – Certificated Staff

Name: Katherine McGowen
Position: Behavior Specialist
Type of Position: Probationary
Tenure Area: Special Education
Probationary Period: 10/22/2019-10/21/2023
Certification: Professional
Salary: \$60,170
Effective Date: 10/22/2019

Name: Robyn Loveland
Position: Behavior Specialist
Type of Position: Part-Time .8
Tenure Area: School Counseling
Probationary Period: N/A
Certification: Permanent
Salary: \$42,966
Effective Date: 10/24/2019

Name: Laura Heintz
Position: School Psychologist
Type of Position: Part-Time .5
Tenure Area: School Psychology
Probationary Period: N/A
Certification: Initial
Salary: \$25,216.50
Effective Date: 10/07/2019

B. Change of Status – Regular Substitute to Probationary

Name: Whitney Sienkiewicz
Position: Speech Language Pathologist
Type of Position: Probationary
Tenure Area: Speech and Language Disabilities
Probationary Period: 09/03/2019-09/02/2023
Certification: Professional
Salary: \$51,263
Effective Date: 10/07/2019

C. Appointment – Managerial/Confidential

Name: Tammy Vanderbilt
Position: Human Resources Assistant
Type of Position: Civil Service
Salary: \$47,500
Effective Date: October 21, 2019

Name: Mandie Yantz
Position: Payroll Supervisor
Type of Position: Civil Service
Salary: \$55,000
Effective Date: October 16, 2019

8. 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, upon the Superintendent's recommendation, approves the following Support Staff Report:
Vote: Unanimously carried

**APPROVED:
SUPPORT
STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Betsy Wilson	Office Clerk IV	MCE	18.75/wk.	10/07/2019	\$13.45/hr.

CLERICAL

<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Mary Kay Scarazzo	Office Clerk III	MHS	17 Yrs.	01/24/2020

TRANSPORTATION

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Stuart Schollnick	AM/PM Bus Driver	TMF	3 Months	06/30/2019

CUSTODIAL/MAINTENANCE

<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Frank Reina	Master Main.	TMF	44 Years	10/30/2019

FOOD SERVICE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Sharon Fitzsimmons	Food Service Wkr.	TMF	20 hrs/wk.	09/03/2019	\$12.00/hr.

9. Student Services Report: Dr. Vaughan-Brogan presented information to the Board on the Code of Conduct Status Report.

10. Curriculum Report: Mrs. Ward provided to the Board an update on the 2019 3-8 Assessment Data.

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

12. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves 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.
Vote: Unanimously carried

**APPROVED:
EXECUTIVE
SESSION**

13. 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 Sutherland H.S. / Mendon H.S. field trip to Montreal, Canada from 4/17/20 to 4/20/20.
Vote: Unanimously carried

**APPROVED:
SHS/MHS
FIELD TRIP**

14. Mr. Pero noted the upcoming PDLT meeting this week where they would be looking at the sub-group 3-8 assessment data as well as go through the data inquiry process. He also mentioned that Ann Kane would be coming in to present the "Hidden in Plain Site" workshop. Mr. Pero said that based on the information being released from the news as well as reports from the Monroe County Health Dept., kids are starting to think twice about vaping and starting to understand the health concerns associated with it.

15. Mr. Pero talked about his recent visit to Allen Creek Elementary School. Where he along with several Board members and Central Office Team (COT) members attended the English Language Learners (ELL) social event.

39.

16. 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 following items per the Consent Agenda:
Vote: Unanimously carried

**APPROVED:
CONSENT
AGENDA**

Bid Awards:

BOCES II Cooperative Fine Paper Various Low Responsive Bidders
Sale and Disposal of School District
Outdated Textbooks/Library Books

These bids in their entirety are duly made a part of these minutes and kept in a supplemental file for this meeting.

Committee on Special Education: Amendments – Agreements No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Requested Reviews, Requested Reviews Transfer Students, Transfer Students – Agreements No Meetings.

Sub-Committee on Special Education: Amendments – Agreements No Meetings, Reevaluation Review, Transfer Students – Agreements No Meetings.

Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Amendment – Agreement No Meeting.

17. Old Business: Mrs. Thomas reminded everyone that the NYSSBA conference will be in Rochester from 10/24/19 to 10/26/19. Mrs. Thomas also thanked Mrs. Sanchez-Kazacos for attending the Resolutions Committee meeting on 10/5/19. Mrs. Sanchez-Kazacos briefed the Board on that meeting where the attendees took a look at all 26 proposed amendments, where approximately 20 of them will make it on the floor at the NYSSBA convention.

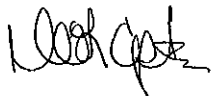
18. Motion was made by Mrs. McCluski, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves recessing its Regular Meeting in order to enter into Executive Session at 7:32 p.m.
Vote: Unanimously carried

**APPROVED:
RECESS**

19. Motion was made by Mrs. Sanchez-Kazacos, 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 7:51 p.m.
Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

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: Julia Smith and Michael Kutny School: CRMS and BRMS

Please check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Day trip | <input type="checkbox"/> Extended, overnight for more than one night |
| <input type="checkbox"/> Overnight, one night, without missing instructional time | <input type="checkbox"/> Out of state |
| <input type="checkbox"/> Overnight, one night, with missing instructional time | <input checked="" type="checkbox"/> Out of country |

Logistics of Trip

Destination (include exact address): Royal Ontario Museum, 100 Queens Park, Toronto, Ontario

Estimated Number of Students: 40 Round Trip Mileage: 340

Departure: Date 4/24/20 Time 6:30 AM Return: Date 4/24/20 Time 8:30-9:00 PM

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

Estimated Number of Chaperones: Teachers: 4 Parents Other:

Type of Transportation:

District bus: Please complete *Special Trip Request Card*
Commercial Carrier: arranged by 1st Choice Tours Please complete form (8460F.7 – Trans)

Arrangement for meals and lodging (if necessary): Lunch at Medieval Times in Toronto (included in trip fee); dinner will be at a rest stop on the way home

Cost:

Estimated Cost Per Student:
 Event Fee: \$139
 Travel:
 Lodging:
 Meals:
 Other:
 Total: \$139

Estimated Funds from Each Source:
 from District:
 from student: \$139
 outside source:
 fundraising: varying
 other:
 Total: \$139

Describe fundraising or outside sources: Students will have the option to sell flower bulbs to fund the cost of their trip (fundraising contact - Patti Patric at Ace Club Card Fundraising)

Complete for overnight, extended, out-of-state or out-of-country trips:

Date of parent informational meeting: each teacher will communicate with parents
at his/her own school

Supervision details: i.e. baggage checks, curfews, room checks, non-direct supervision activities:

Teachers will have original birth certificates or passports for all students for purposes of crossing the border. These will be given to students at the border and collected after crossing.

Teachers will remain with students at all times during the trip.

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

Other remarks: We are using 1st Choice Educational Tours for this trip. 1st
Choice will provide a tour guide in addition to chaperones. We will
submit transportation paperwork after 1st Choice secures a carrier (upon
approval)

Julia Smith
Requesting Teacher(s) Signature

10/7/19
Date

Curricular/Instructional Plan

For what course is this trip required? Latin

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

Relating to transfer goal #2 (Exercise inter-cultural awareness to gain a deeper understanding and appreciation of their own views in addition to alternative views): Students will be examining

Roman artifacts and looking for textual evidence (e.g., inscriptions, museum notes) for what the artifacts were used for; they will also be comparing them to modern equivalents (e.g., funerary artifacts,

coins, personal effects, et al.). Goals will be measured via student completion of a written scavenger hunt in the museum which will then be shared in class and at Latin Club.

Activities

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

Based on classroom instruction, the students will be able to recognize real life examples of artifacts revealing ancient Roman history, mythology, and daily life.

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

At Medieval Times: Educational Matinee Performance;

At Royal Ontario Museum: tours of the antiquities exhibits, followed by a teacher led scavenger hunt.

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

Students will share their experiences in class and at Latin Club and connections will be made to readings from class.

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 contact their other teachers well in advance of the trip; they will get missing work and will have opportunities to complete this work during the bus ride.

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

Students not participating will work on an activity translating and analyzing ancient Roman inscriptions (which the students on the field trip will have a chance to see in person at the museum).

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


Principal Approval

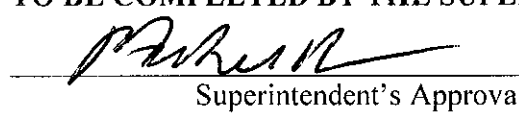
10/7/19 10/18/19
Date

Director/ASI Approval

Date

Comments: _____

TO BE COMPLETED BY THE SUPERINTENDENT


Superintendent's Approval

10/10/19
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: _____

* Holly has check *

5230F

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name K.E.E.P. Phone _____

Address _____

School: _____

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

\$ 2,000

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

for use by the Student Opportunity
fund.

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

N/A

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

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

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


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

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

PLEASE NOTE:

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

Administrator's Approval: Patricia Vaughan-Brogan Date 10/11/19
(When appropriate)

Principal's Approval:  Date 10/15/19

Superintendent's Approval:  Date _____

Board Action: Date: _____