

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION
REORGANIZATIONAL MEETING - 5:00 P.M.
BOARD ROOM - BARKER ROAD MIDDLE SCHOOL
July 9, 2019

AGENDA

- I. MEETING CALLED TO ORDER BY SUPERINTENDENT PERO
- II. PLEDGE OF ALLEGIANCE
- III. OATH OF OFFICE – REELECTED BOARD MEMBER, MRS. AMY THOMAS
- IV. OATH OF OFFICE – REELECTED BOARD MEMBER, MR. PETER SULLIVAN
- V. APPROVAL OF REORGANIZATION MEETING AGENDA (BOARD ACTION)
- VI. ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2019/2020 (BOARD ACTION)
 - A. Oath of Office
- VII. ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2019/2020 (BOARD ACTION)
 - A. Oath of Office
- VIII. OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS, MR. MICHAEL PERO
- IX. APPOINTMENTS: (BOARD ACTION)

BE IT RESOLVED, that the below listed appointments be approved for the 2019/2020 school year, retroactive to July 1, 2019, with ratification for their acts performed in the ordinary course of their duties. OATH OF OFFICE GIVEN TO SCHOOL DISTRICT CLERK, Mrs. Deborah Carpenter. 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	\$10,805
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Holly Evans	-----
INTERNAL CLAIMS AUDITOR	Laurie Patterson	\$15.42/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 Vaughan-Brogan	-----
DISTRICT DIGNITY ACT COORDINATOR	Patricia Vaughan-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	\$25/hour

BE IT RESOLVED that Harris Beach PLLC and Harter Secrest & Emery LLP be appointed as the school district's attorneys for the 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 school year.

X. DESIGNATIONS

(BOARD ACTION)

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2019/2020 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
NYCLASS	\$ 25,000,000

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2019/2020 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2020 meetings:

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

- July 9 - Tuesday (5:00 p.m.)
- August 6 - Tuesday
- September 9 - Monday
- September 25 - Wednesday

October 7 - Monday
October 21 - Monday
November 4 - Monday
November 18 - Monday
December 9 - Monday
January 13 - Monday
January 27 - Monday
February 10 - Monday - 6:00 Work Session/7:00 Regular Meeting
March 4 - Wednesday - 6:00 Work Session/7:00 Regular Meeting
March 16 - Monday - 6:00 Work Session/7:00 Regular Meeting
March 30 - Monday
April 20 - Monday - Budget Adoption and Regular Meeting
May 11 - Monday - Regular Meeting and Budget Hearing
May 26 - Tuesday
June 8 - Monday
June 22 - Monday

Summer 2020

July 14 - Tuesday - Reorganization/Regular Meeting @ 5:00 p.m.
July 14/15 (Summer Workshop) Location/Times TBD
August 11 (Tuesday) (Regular meeting)

Board Retreats - 4:30-6:00 p.m. unless otherwise noted

October 7, 2019 (5:00 pm)
February 26, 2020
April 21, 2020
June 9, 2020

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 18, 2019
January 22, 2020
May 27, 2020

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 2019/2020 school year.

XI. 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 2019/2020 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 2019/2020 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2019/2020 school year:

Administration Building	Purchasing Agent	\$100
Allen Creek	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 Director (cash drawer)	\$500
School Lunch (change fund)	Food Service Director	\$825
Summer Enrichment Inst. (change fund)	Dir. of Summer Enrichment Institute	\$300

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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 school year.

BE IT RESOLVED, that the District for the 2019/2020 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 2019/2020 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 2019/2020 school year.

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	M. Kwiatkowski	500	1,000

XII. 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. Community Engagement – Valerie Baum
 - b. BOE Insight Articles – Pete Sullivan
 - c. Budget Communications – Ted Aroesty

**Pittsford Central School District
Dignity Act Coordinators
2019-20**

School	Dignity Act Coordinator	TELEPHONE NUMBER
Allen Creek Elementary	Mike Biondi Principal	267-1200
Jefferson Road Elementary	Shawn Clark Principal	267-1300
Mendon Center Elementary	Richard Albano Assistant Principal	267-1400
Park Road Elementary	Mark Balsamo Principal	248-1500
Thornell Road Elementary	Roger DeBell Principal	267-1700
Barker Road Middle School	Richard Vigdor Assistant Principal	267-1800
Calkins Road Middle School	Josh Walker Principal	267-1900
Mendon High School	Kelly Zielke Assistant Principal	267-1600
Sutherland High School	Sumara Case Assistant Principal	267-1100

Pittsford Schools

2019-20 HEALTH AND WELLNESS COMMITTEE

NAME / AREA	TELEPHONE NUMBER
Patricia Vaughan-Brogan Director of Student Services	267-1023
Ann Kane Prevention Coordinator-MHS/SHS	267-3677
Richard Albano Elementary Administrator - MCE	267-1404
Teresa Lattuca School Nurse - TRE	267-1740
Mike Falzoi Secondary Administrator - CRMS	267-1903
Esther Marino Elementary Physical Education - JRE	267-3633
Lisa Weld School Counselor - BRMS	267-3123
Julie Wittig Internship Coordinator -MHS/SHS	267-1116
Deborah Parnell Teacher - PRE	267-1500
Josephine DiPasquale Teacher - ACE	267-1200
Paulette Vangellow Director of Food Service	267-1096
Emily Natoli-Burns Secondary Health Teacher-SHS PDTA	267-3796
Anne Holahan Educational Assistant - TRE	267-1700
Megan Schlageter School Psychologist - MHS	267-3271
Ann Binstock PTSA	415-810-7113
Susan Sagan-Levitan PTSA	--
Elizabeth Carpenter HR Coordinator	267-1010

Pittsford Schools

2019-20 SAFETY COUNCIL

NAME / AREA	TELEPHONE NUMBER
Pat Vaughan-Brogan Director of Student Services	267-1023
Jeff Beardsley Director of Operations, Maintenance & Security	267-1090
Teresa Lattuca Nurse, TRE	267-1740
Kelly Cline Pittsford Fire Marshall	248-6268
Richard Albano Assistant Principal, MCE	267-1404
Kelly Wasson BOCES #1 Safety Specialist	383-2289
Emily Natoli-Burns PDTA Health and Safety Chair, SHS	267-3796
Kathy Herrick Director of Transportation	267-1490
Ann Binstock PTSA	(415) 810-7113
Gina Plattos PTSA	626-0352
Laura Hefner Assistant Principal, MHS	267-1603
Nancy Wayman Director of Communication	267-1031
Caitlin Ullock Science, MHS	267-3034
Michael Falzoi Assistant Principal, CRMS	267-1903
Joan Reynolds PEOP	267-1092
Laura Penkitis Building Rep, PRE	703-6903
Karen Wilson Building Rep, ACE	797-7772
Elizabeth Carpenter HR Coordinator	267-1010