

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
MONDAY, DECEMBER 14, 2020  
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL  
(LINK TO PUBLIC ACCESS ON WEBSITE)

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AGENDA

**6:00 P.M. – Executive Session**

**7:00 p.m. – Regular Meeting**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. APPROVAL OF MINUTES: November 23, 2020 (BOARD ACTION)
- V. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board Leadership – next meeting – 1/6/21 (5:45 p.m.) (via ZOOM)
    - 2. Executive Committee – next meeting – 2/3/21 (via ZOOM)
    - 3. Information Exchange Committee – next meeting – 1/13/21 (via ZOOM)
    - 4. Labor Relations Committee – next meeting – 1/20/21 (via ZOOM)
    - 5. Legislative Committee – next meeting – 1/6/21(12:00 p.m.) (via ZOOM)
    - 6. Steering Committee – next meeting – 1/27/21
    - 7. Communications Outreach Advisory Committee
  - B. Other Meeting Reports
  - C. Dates to Remember
    - 1. 12/23/20-1/1/21 – Schools Closed for Winter Recess
    - 2. 1/4/21 – Schools Reopen
    - 3. 1/11/21 – Next Regularly Scheduled Meeting
- VI. FINANCIAL REPORT – Mr. Kenney
  - A. Action Items:
    - 1. Extra-Classroom Audit Report Approval (BOARD ACTION)
    - 2. Bid Awards (See Consent Agenda)
      - a. BOCES II Cooperative Electrical, Plumbing and Building Supplies
      - b. BOCES II Cooperative Lunch Paper and Plastic Supply
      - c. 2021 New and Re-cap Tires and Services
  - 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)
  - B. Discussion:
  - C. Other:

VIII. SPECIAL EDUCATION REPORT – Ms. Woods

- A. Action Items: (See Consent Agenda)
  - 1. Committee on Special Education: Amendments – Agreement No Meetings, Initial Eligibility Determination Meetings, Reevaluation Review, Requested Reviews.
  - 2. Sub-Committee on Special Education: Amendments – Agreement No Meetings, Reevaluation Reviews, Requested Reviews.
  - 3. Committee on Preschool Special Education: Amendment – Agreement No Meeting, 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)
  - 2. LGS-1 Policy Recommendation and Model Resolution Adoption (See Consent Agenda)
    - a. #5670-Records Management
- B. Discussion:
  - 1. Policy Recommendation – 1<sup>st</sup> Reading
    - a. #7614-Preschool Special Education Program
- 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
- E. LGS-1 Policy Recommendation and Model Resolution Adoption (#5670-Records Management)

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. 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.*

XIV. ADJOURNMENT/RECESS

(BOARD ACTION)

Next regularly scheduled meeting: January 11, 2021



**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, November 23, 2020  
Barker Road Middle School  
(Live Streaming - Link to Public Access on Website)

The REGULAR MEETING of the Pittsford Central School District Board of Education began at 6:30 p.m. in the McCluski Room, Barker Road Middle School on Monday, November 23, 2020.

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

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, D. Kenney, M. Leone, P. Vaughan-Brogan, M. Ward, N. Wayman, E. Woods

OTHERS PRESENT: J. Walker, M. Falzoi, A. Jurus, J. Balthaser

1. Mrs. Thomas called the meeting to order at approximately 6:30 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting with one addition to the Human Resources report.  
Vote: Unanimously carried

**APPROVED:**  
**AGENDA**

3. Mr. Pero opened up the Pittsford Pride program. Mr. Pero explained how the selection process begins in each building in order to bring us to this celebration. Mrs. Thomas, Mr. Aroesty and Mr. Pero read the nomination write-ups that explained the reason why each of the students were selected for this honor. The following students are our Pittsford Pride recipients being recognized this evening:

Name	Grade Level	School
Selin Akbas	12	Sutherland HS
Aryana Camilo	12	Mendon HS
Zach Canning	8	Calkins Road MS
Karthik Jaligama	7	Barker Road MS
Ryan Johnson	5	Jefferson Road
Teddy Kendall	5	Thornell Road
Sydney Knapp	4	Mendon Center
Victoria Preble	5	Allen Creek
Liam Randle	5	Park Road

4. Principal's Report: Mr. Walker, principal, along with vice Principal Mr. Falzoi, presented to the Board the activities taking place at Calkins Road Middle School.

5. Motion was made by Mr. Aroesty, seconded by Mrs. Scott and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its November 9, 2020, Regular meeting.  
Vote: Unanimously carried

**APPROVED:**  
**MINUTES**  
**11/9/20**

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

43.

7. Motion was made by Mrs. Baum, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer’s Report for the period ending October 31, 2020.  
Vote: Unanimously carried

**ACCEPTED:  
TREASURER’S  
REPORT**

8. Motion was made by Mr. Aroesty, 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:  
Vote: Unanimously carried

**APPROVED:  
PROFESSIONAL  
STAFF REPORT**

HR Addition: Mr. Leone highlighted the retirement announcement of Dr. Vaughan-Brogan who previously served as the Director of Special Education and currently is serving as the Director of Student Services.

A. Appointment - Certificated Staff

B. Resignation for Retirement - School Related Professional - see attached

First Name	Last Name	Location	Position	Yrs. In District	Retirement Date
Teresa	Dragonetti	MCE	Educational Asst.	22	12/31/2020
Marcia	Hunsinger	MCE	Educational Asst.	25	12/31/2020

C. Winter Coaching Appointments – see attached list

*This report in its entirety is duly made a part of these minutes and is kept in a supplemental file for this meeting.*

9. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Scott 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**

APPOINTMENTS	POSITION	BLDG	HOURS	DATE	SALARY
Elizabeth Norten	Office Clerk II	MHS	37.5 WK.	11/16/2020	\$36,304.00
Hanna Nayrouz	School Aide	MCE	12.5 WK.	11/13/2020	\$12.65/HR.
Erick Smith	School Adie	MCE	13.75 WK.	11/17/2020	\$12.50/HR.

**TRANSPORTATION**

APPOINTMENTS	POSITION	BLDG	HOURS	DATE	SALARY
Erick Smith	Bus Driver	TMF	22.5 WK.	11/17/2020	\$13,854.51

**CUSTODIAL/MAINTENANCE**

APPOINTMENTS	POSITION	BLDG	HOURS	DATE	SALARY
Douglas Quartus	Head Custodian	BRMS	40/ WK.	11/12/2020	\$40,000.00
Matthew Lopresti	Maintenance	TMF	40 WK.	11/12/2020	\$44,845.00

10. Curriculum Report: Mrs. Ward provided an update on the 2020-2021 Curriculum and Assessment Projects.

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

12. Superintendent’s Report: Mr. Pero noted the second reading of the following policy recommendations that will be acted upon this evening under the Consent Agenda:

- a. #6120 – Equal Employment Opportunity

- b. #6121 – Anti-Harassment/Anti-Discrimination in the District (Personnel)
- c. #6122 – NYS Mandated Sexual Harassment Policy (to include 6122F)
- d. #7550 – Complaints and Grievances by Students
- e. #7551 – Anti-Harassment/Anti-Discrimination in the District (Students)

13. Mr. Pero talked about Dr. Vaughan-Brogan's impending retirement, noting that she has been an incredible colleague, friend and mentor to so many, as well as a person that students and staff know they can turn to. He said her involvement in social emotional learning, work in mental health, building robust community partnerships and equity and inclusion work has been outstanding. Mr. Pero said that Dr. Vaughan-Brogan has been a true champion for education in a very big way. He thanked her for her contributions to the district and said she will truly be missed.

14. Mr. Pero spoke about the surrounding area Superintendents' pledge to work on equity. He noted the establishment of a Regional Equity Network where county school Superintendent's meet at least once a month to engage in meaningful professional development with one another. Due to the proximity of Thanksgiving, the Regional Equity Network meeting began with sharing areas of gratitude as it relates to equity. Mr. Pero shared what people who attended the meeting were grateful for.

15. Mr. Pero talked about the past 2 weeks as being very emotional due to navigating through the yellow zone & testing requirements. He noted that 1200 students and staff were tested, with all results being negative. He concluded by saying that we need to continue focusing on staying out of the orange zone and keeping schools open.

16. Dr. Cimmerer updated the Board and described the role of the Data Team not only during the recent yellow zone testing week, but generally throughout COVID-19 with the team having to tackle additional responsibilities and regulations per the State and County Health Departments.

17. Mr. Pero noted that with county schools processing approximately 20,000 tests, it has brought the positivity rate away from the orange level. He described the differences between the yellow, orange and red zones and the restrictions that apply to each. Mr. Pero noted that after reviewing the map, Allen Creek Elementary was still in the yellow zone and not in the orange zone.

18. Mr. Pero described the very limited opportunities for possibly changing learning models for the second semester and the significant staffing and spacing concerns associated with any movement.

19. Mr. Pero said that most people are experiencing a constant feeling of uneasiness and being unsettled as we deal with the non-stop implications of COVID. He noted light at the end of the tunnel, as there is promising news around vaccines and more effective treatments. He asked that everyone keep hope alive and to push through the next few months. Mr. Pero also said the district is working on ideas and planning to get kids more involved in school safely so that they can showcase their talents and have outlets to express themselves. He added that they hope to also retain milestones like graduation and prom if we are in a different environment this coming spring. Mr. Pero noted all the things he was grateful for and wished everyone a very happy Thanksgiving.

20. 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 Electricity	New Wave Energy Corp.	\$1,833,000.00 (Est.2021 Budget)
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Committee on Special Education: Amendments – Agreement No Meetings, Annual Review, Reevaluation Review, Reevaluation/Annual Review, Requested Reviews.

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

Committee on Preschool Special Education: Reevaluation Reviews, Requested Review Transfer Meeting, Amendment – Agreement No Meeting.

Policy Approval:           #6120 – Equal Employment Opportunity  
                                   #6121 – Anti-Harassment/Anti-Discrimination in the District (Personnel)  
                                   #6122 – NYS Mandated Sexual Harassment Policy (to include 6122F)  
                                   #7550 – Complaints and Grievances by Students  
                                   #7551 – Anti-Harassment/Anti-Discrimination in the District (Students)

21. New Business: On behalf of the Board and in the spirit of Thanksgiving and World Kindness Day, Mrs. Thomas noted the recognition of so many people by expressing heartfelt gratitude to so many who have worked tirelessly in the midst of the COVID-19 pandemic. She began reading and each Board member thereafter read the following Proclamation of Gratitude.

### Proclamation

*in honor of*

Pittsford Central School District and its Community Partners  
 November 23, 2020

**Whereas**, the **Curriculum and Instruction Office and Standards Leaders** led the herculean charge to build and implement the in-person, hybrid and remote models of instruction during COVID-19 while ensuring academic standards were intact and instructional delivery was equitable for all; and the **Teacher Center** has continued to offer vital workshops and professional learning opportunities with remote instruction while also keeping up with the demands of creating useful instructional materials and images to support our teachers and their lesson plans;

**Whereas**, the **Teachers** demonstrated their expertise by abruptly pivoting their classroom-based approach to remote instruction when the pandemic first closed our schools, initially transforming well-crafted lesson plans to align with an all-remote learning model, and later collaboratively developing and delivering three innovative models of instruction that continue to serve our students to the highest degree;

**Whereas**, the **Principals and Assistant Principals** continue to lead their building teams with confidence, empathy and compassion while ensuring the smooth coordination of students and staff both remotely and within their brick and mortar environments and sustaining the rich and vibrant culture therein;

**Whereas**, the **Students Services Office** continues to offer critical support by providing key COVID-19 safety protocols to students and staff through a number of programs and services including health and wellness initiatives that contribute to the mental wellbeing of our students during this unusually stressful time in history;

**Whereas**, the **School Nurses** have been on the front lines carrying out NYS COVID-19 testing and tracing requirements while continuing to attend to the regular medical needs of our students; **Food Service** personnel have prepared and distributed nutritional meals under strict COVID-19 guidelines; **Librarians** have provided a diverse collection of books and resources for teachers and students immersed in a new way of learning; and **Clerical Staff and Paraprofessionals** have efficiently adapted their roles to support administrative and procedural changes related to COVID-19;

**Whereas**, the **Special Education Office**, psychologists, counselors, paraprofessionals and staff members have continued to provide crucial support services to our most vulnerable students;

**Whereas, the Information and Technology Office** personnel have prepared and distributed hundreds of laptops and devices to support hybrid and remote learning, reconfigured spaces to serve as modified classrooms, and offered expert technological support to students, staff and families;

**Whereas, the Transportation Office** and bus drivers have worked together to successfully modify bus routes, pick up and drop off procedures, and cleaning protocols to meet COVID-19 standards and get our students to and from school safely;

**Whereas, the Business Office** personnel have tirelessly worked on-site and in person since the start of the pandemic to make sure paychecks were cut, bills were paid and the financial backbone of the District remained strong;

**Whereas, the Operations, Maintenance and Security Office** personnel have worked throughout the pandemic to maintain the facilities, carry out enhanced cleaning protocols and support the distribution of cleaning supplies and personal protective equipment to staff and students;

**Whereas, the Human Resources Office** has carefully managed benefits, contracts and staffing as existing teaching positions were modified and new roles were taken on to meet the needs of three separate models of instruction during COVID-19;

**Whereas, Athletics** personnel and coaches have had to delay the start of seasons, modify practices and competitions to meet COVID-19 standards, and inspire athletes to stay mentally and physically strong in the midst of the pandemic;

**Whereas, the Communication Office** has been the hub for communication related to COVID-19, the conduit for keeping our community informed and up to date on school-related programs, activities and events in the midst of a constantly changing calendar, and a unifier by hosting virtual community events;

**Whereas, the Pittsford District PTSA** is a constant support and partner that has offered enriching programs, meetings and events remotely, and successfully and safely implemented a Fall Super Sale fundraising week to support Pittsford Schools, students and programs;

**Whereas, our Community Partners** have provided the essential services we all depend upon in our daily lives, and especially during this global pandemic, including the Town of Pittsford, Pittsford Youth Services, Monroe County Sheriff's Office, Pittsford Volunteer Fire Department, Pittsford Volunteer Ambulance Services, Pittsford Food Cupboard, Pittsford Public Library, and all the businesses, merchants, employees and volunteers who provide essential goods and services for our community;

**Whereas, our Families** have shown remarkable levels of patience, adaptability, and resilience – remaining steadfast every day in the love and devotion they have for their children, and in the trust and support they share with their District partners;

**Whereas, the Superintendent of Schools Michael Pero** has served as an unwavering pillar of strength, always advocating for what is best for students, staff and families while expertly managing the immense responsibilities of leading our District through the uncharted territory of a world pandemic with skill, courage and heart. Superintendent Pero has worked tirelessly to ensure academic and social emotional needs are met equitably and fairly, and dedicated countless hours, around the clock, to answer questions, offer encouragement and inspire us to lead by example – never hesitating to do whatever it takes to support students, families and staff during this unprecedented time;

**Now, Therefore, be it Resolved** that the Pittsford Board of Education offers its most sincere gratitude to Superintendent Pero, the teachers, administration and staff of Pittsford Central School District and its community

47.

partners who, together, have served to support, unite and motivate our community to exemplify the District's mission to "inspire and prepare our students to be their best, do their best and make a difference in the lives of others."

**Be it Further** Resolved that this resolution be documented in the permanent minutes of the Pittsford Board of Education, and that a plaque be affixed to the wall of the McCluski Room to commemorate this historic event.

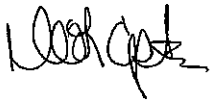
**Pittsford Central School District Board of Education**

Amy J. Thomas, President • Ted Aroesty, Vice President • Valerie Baum • Irene Narotsky • René Sanchez-Kazacos  
• Robin Scott • Peter Sullivan

22. Motion was made by Mr. Aroesty, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 8:08 p.m.  
Vote: Unanimously carried

**APPROVED:  
ADJOURNMENT**

Respectfully submitted



Deborah L. Carpenter  
School District Clerk



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# Pittsford Schools

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Administrative Offices  
75 Barker Road – East Wing  
Pittsford, NY 14534  
585.267.1053  
fax: 585.381.9368

Darrin Kenney  
*Assistant Superintendent for Business*

Darrin\_Kenney@pittsford.monroe.edu

Date: December 10, 2020

To: Michael Pero, Superintendent of Schools

From: Darrin T. Kenney, Assistant Superintendent for Business

*DTK*

Re: Extra-Classroom Audit Report Approval

As required, and consistent with past practice, the Board of Education is required to accept the Extra-Classroom Activities Audit conducted by the external auditor for the year ended June 30, 2020. Findings were conveyed to the schools and responses are included for the Board's review. The Audit Oversight Committee has reviewed the documents and is recommending acceptance of the Report.

For your convenience, I have provided a resolution below:

**Be It Resolved**, that the Board of Education, at its regular meeting, and on the recommendation of the Audit Oversight Committee, accepts the Extra-Classroom Activity Funds Financial Report for year ended June 30, 2020.

*DTK:kd*

*Attachments*

*Cc: L. Reister*

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR COMPETITIVE BID AWARD

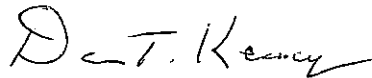
To: Board of Education  
From: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie, Purchasing Agent)  
BOE Date: December 14, 2020  
Topic: BOCES II Cooperative Electrical, Plumbing, and Building Supplies  
RFB- 1956-20  
Date Advertised: October 14, 2020 *Democrat & Chronicle*  
Bid Opening Date: November 5, 2020  
Bid Opening Time: 2:00 PM at BOCES II  
Fund: Schools and Departments

**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
Electrical, Plumbing & Building Supplies	

Metco Supply

**Comments:** The BOCES II Cooperative Electrical, Plumbing, and Building Supplies is 1/1/21 - 12/31/21. Pittsford and three (3) Districts participated. The bid was reviewed by Rose Brennan, BOCES II Bid Coordinator, and Leslie Pawluckie, Purchasing Agent. The awards are recommended to the responsive bidders who met all specifications for the bid. Items purchased from this bid are identified on an ongoing basis by budget managers in the departments and schools.



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Darrin Kenney, Assistant Superintendent for Business

# 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, Purchasing Agent)  
BOE Date: December 14, 2020  
Topic: BOCES II Coop Lunch Paper & Plastic Supply RFB-1951-20  
Date of Legal Notice: October 14, 2020, *Democrat & Chronicle*  
Date of Bid Opening: November 5, 2020  
Time: 2:00PM at BOCES II  
Funds: School Lunch Budget

**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:

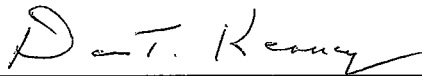
ITEM BID	RECOMMENDED VENDOR	AMOUNT
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**LUNCH PAPER AND PLASTIC SUPPLY**

Regional Distributors, Inc. \$27,276.12

**TOTAL:** \$27,276.12  
(Cost Estimated)

**Comments:** The Boces II Cooperative Lunch Paper & Plastic Supply Bid contract is valid 01/01/21-12/31/21. Pittsford and twenty (20) other districts participated. The bid responses were reviewed by Rose Brennan, BOCES II Bid Coordinator, and Leslie Pawluckie, Purchasing Agent. The bid for Cooperative Lunch Paper & Plastic Supply was recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



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Darrin Kenney, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

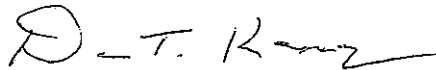
## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie, Purchasing Agent)  
BOE DATE: December 14, 2020  
TOPIC: 2021 New and Recap Tires and Services  
LEGAL AD: *The Daily Record*, November 30, 2020  
BID OPENING: December 3, 2020, 11:00 A.M.  
BUDGET: 670-5510-593-0510

**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 all district specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
New & Re-cap Tires, Supplies & Service	McCarthy Tire	\$29,250.00
	Parmenter Inc.	\$460.00
<b>TOTAL:</b>		\$29,710.00
		(Cost Estimated)

**Comments:** The 2021 Transportation New & Re-cap Tires, Supplies & Services Bid contract is valid from Board Approval date through 12/31/21. This is an award for new and re-cap tires, supplies, & service for the PCSD Transportation Department. Vendor totals reflect the purchase of estimated quantities. Kathleen Herrick, Director of Transportation; Aaron Bunce, Head Mechanic; Kimberly Palumbos, Purchasing Assistant; and Leslie Pawluckie, Purchasing Agent reviewed all bid responses.



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

## LGS-1 RESOLUTION

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in the Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**SUBJECT: RECORDS MANAGEMENT**

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee, among others.

**Retention and Disposition of Records**

~~The Superintendent~~ The District will retain records ~~for such a period~~ and dispose of them in ~~the manner described in~~ accordance with the ~~Records~~ Retention and Disposition Schedule ~~ED-1~~ for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

**Replacing Original Records with Microforms or Electronic Images**

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

**Retention and Preservation of Electronic Records**

The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law ~~§ 57.19~~ Article 57-a  
8 NYCRR Part 185

Adoption Date

**SUBJECT: RECORDS MANAGEMENT**

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee, among others.

**Retention and Disposition of Records**

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

**Replacing Original Records with Microforms or Electronic Images**

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

**Retention and Preservation of Electronic Records**

The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law Article 57-a  
8 NYCRR Part 185