

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION  
REORGANIZATIONAL MEETING – 5:00 P.M.  
Virtual Meeting by way of Zoom  
(Public Access on Website)  
July 14, 2020

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AGENDA

- I. MEETING CALLED TO ORDER BY SUPERINTENDENT PERO
- II. PLEDGE OF ALLEGIANCE
- III. OATH OF OFFICE – DISTRICT CLERK, MRS. DEBORAH CARPENTER
- IV. OATH OF OFFICE – REELECTED BOARD MEMBER, MR. TED AROESTY
- V. OATH OF OFFICE – ELECTED BOARD MEMBER, MRS. ROBIN SCOTT
- VI. APPROVAL OF REORGANIZATION MEETING AGENDA (BOARD ACTION)
- VII. ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2020/2021 (BOARD ACTION)
  - A. Oath of Office
- VIII. ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2020/2021 (BOARD ACTION)
  - A. Oath of Office
- IX. OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS, MR. MICHAEL PERO
- X. APPOINTMENTS: (BOARD ACTION)

BE IT RESOLVED, that the below listed appointments be approved for the 2020/2021 school year, retroactive to July 1, 2020, with ratification for their acts performed in the ordinary course of their duties. School District Clerk, Mrs. Deborah 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	\$11,162
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Holly Evans	-----
INTERNAL CLAIMS AUDITOR	Cynthia Heagerty	\$25.80/hr.
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	TBD	-----
DEPUTY (SUBSTITUTE) PURCHASING AGENT	TBD	-----
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	Leslie Pawluckie	-----
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
DATA COORDINATOR	Jeff Cimmerer	-----
DATA PRIVACY OFFICER (DPO)	Jeff Cimmerer	-----

BE IT RESOLVED that Harris Beach PLLC and Harter Secrest & Emery LLP be appointed as the school district's attorneys for the 2020/2021 school year.

BE IT RESOLVED that Mengel, Metzger, Barr & Co. LLP be appointed to conduct the District's regular audit, single audit, and extra-classroom audit for the 2020/2021 school year as per the previous year's engagement agreement and in accordance with Education Law Chapter 263.

BE IT RESOLVED that HV Audit LLC be appointed to conduct the District's internal audit for the 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 school year.

XI. DESIGNATIONS

**(BOARD ACTION)**

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2020/2021 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 2020/2021 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2021 meetings:

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

July 14 – Tuesday Reorganization/Regular Meeting (5:00 p.m.)

August 11 – Tuesday  
September 15 – Tuesday  
September 30 – Wednesday  
October 13 – Tuesday  
October 26 – Monday  
November 9 – Monday  
November 23 – Monday  
December 14 – Monday  
January 11 – Monday  
January 25 – Monday  
February 8 – Monday – 6:00 Work Session/7:00 Regular Meeting  
February 23 – Tuesday – 6:00 Work Session/7:00 Regular Meeting  
March 9 – Tuesday – 6:00 Work Session/7:00 Regular Meeting  
March 22 – Monday  
April 7 – Wednesday  
April 19 – Monday - Budget Adoption and Regular Meeting  
May 10 – Monday – Regular Meeting and Budget Hearing  
May 24 – Monday  
June 7 – Monday  
June 21 – Monday

Summer 2020

July 13 – Tuesday – Reorganization/Regular Meeting @ 5:00 p.m.  
July 13/14 (Summer Workshop) Location/Times TBD  
August 10 (Tuesday) (Regular meeting)

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

October 14, 2020  
February 24, 2021  
April 20, 2021  
June 9, 2021

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 23, 2020  
January 20, 2021  
June 2, 2021

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 2020/2021 school year.

XII. 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 2020/2021 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 2020/2021 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2020/2021 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	Principal's Assistant	\$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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 school year.

BE IT RESOLVED, that the District for the 2020/2021 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 2020/2021 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 2020/2021 school year.

Title	Card Holder	Per Use Limit	Daily Limit
Purchasing Agent/ BOE Officer	L. Pawluckie	\$ 10,000	\$ 50,000
Purchasing Agent/BOE Officer	L. Pawluckie (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

### XIII. BOARD COMMITTEE APPOINTMENTS

#### A. Monroe County School Boards Association Committees

1. Executive
2. Legislative
3. Labor Relations
4. Information Exchange Robin
5. Board President's
6. COAC - Communications Outreach Advisory Committee
7. Steering Committee

#### B. District or Board Committees

1. Legislative Liaison
2. Teacher Center Policy Board
3. Town/Village/School District Leadership
4. Audit Oversight Committee
5. District Advocacy Committee
6. BOE Self Evaluation - Chairs listed below
  - a. Community Engagement - Valerie Baum
  - b. BOE Insight Articles/Communications - Pete Sullivan

# Pittsford Schools

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
**585-267-1023**

Fax: 585-267-1069

Patricia\_Brogan@pittsford.monroe.edu

Patricia Vaughan-Brogan, Ed.D.  
*Director of Student Services*

To: Michael Pero, Superintendent of Schools  
From: Patricia Vaughan-Brogan, Director of Student Services  
Date: July 8, 2020  
Re: Designation of Dignity Act Coordinators for Board Of Education Approval

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I am recommending that the following individuals be designated as Dignity Act Coordinators for the 2020-2021 school year at the Reorganizational meeting of the Pittsford Board of Education:

School	Dignity Act Coordinator
Allen Creek Elementary	Michael Biondi, Principal
Jefferson Road Elementary	Shawn Clark, Principal
Mendon Center Elementary	Richard Albano, Assistant Principal
Park Road Elementary	Mark Balsamo, Principal
Thornell Road Elementary	Roger DeBell, Principal
Barker Road Middle	Richard Vigdor, Assistant Principal
Calkins Road Middle	Michael Falzoi, Assistant Principal
Mendon High	Kelly Zielke, Assistant Principal
Sutherland High	Sumara Case, Assistant Principal

<b>District</b>	Patricia Vaughan-Brogan, Director of Student Services
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In the event that a DAC is unable to fulfill DAC duties for an extended period of time, or vacates the DAC position, an eligible employee will be designated as interim DAC, pending BOE approval of a successor within 30 days.

Once the DACs for the 2020-2021 school year are approved, I can proceed to develop the notifications so that school staff, students, parents/guardians and families are aware of contact information.

Please let me know if you have any questions at this time. Thank you.

Patricia Vaughan-Brogan Ed.D.



# Pittsford Schools

## 2020-21 HEALTH AND WELLNESS COMMITTEE

NAME / AREA	TELEPHONE NUMBER
<b>Patricia Vaughan-Brogan</b> Director of Student Services	267-1023
<b>Ann Kane</b> Prevention Coordinator - MHS/SHS	267-3677
<b>Richard Albano</b> Elementary Administrator - MCE	267-1404
<b>Maria Hartman</b> School Nurse - ACE	267-1240
<b>Mike Falzoi</b> Secondary Administrator - CRMS	267-1903
<b>Esther Marino</b> Elementary Physical Education - JRE	267-3633
<b>Lisa Weld</b> School Counselor - BRMS	267-3123
<b>Julie Wittig</b> Internship Coordinator – MHS/SHS	267-1116
<b>Deborah Parnell</b> Teacher - PRE	267-1500
<b>Erin McRae</b> Secondary Health Teacher - CRMS	267-1922
<b>Paulette Vangellow</b> Director of Food Service	267-1096
<b>Emily Natoli-Burns</b> Secondary Health Teacher – SHS (PDTA)	267-3796
<b>Anne Holahan</b> Educational Assistant - TRE	267-1700
<b>Megan Schlageter</b> School Psychologist - MHS	267-3271
<b>Ann Binstock</b> PTSA	415-810-7113
<b>Susan Sagan-Levitan</b> PTSA	--
<b>Elizabeth Carpenter</b> HR Coordinator	267-1010
<b>Lindsay Dryden</b> Teacher - ACE	267-1200
<b>Emily Harris</b> Teacher - MCE	267-1400
<b>Connie Maust</b> CSE Assigned - BRMS	267-1800
<b>Kristi Kohl</b> School Psychology Intern	267-3438

# Pittsford Schools

<b>2020-21 SAFETY COUNCIL</b>	
<b>NAME / AREA</b>	<b>TELEPHONE NUMBER</b>
<b>Pat Vaughan-Brogan</b> Director of Student Services	267-1023
<b>Jeff Beardsley</b> Director of Operations, Maintenance & Security	267-1090
<b>Teresa Lattuca</b> Nurse - TRE	267-1740
<b>Kelly Cline</b> Pittsford Fire Marshall	248-6268
<b>Richard Albano</b> Assistant Principal - MCE	267-1404
<b>Kelly Wasson</b> BOCES #1 Safety Specialist	383-2289
<b>Emily Natoli-Burns</b> PDTA Health and Safety Chair - SHS	267-3796
<b>Kathy Herrick</b> Director of Transportation	267-1490
<b>Ann Binstock</b> PTSA	(415) 810-7113
<b>Elizabeth Mitchell</b> Teacher - MCE	267-1400
<b>Laura Hefner</b> Assistant Principal - MHS	267-1603
<b>Nancy Wayman</b> Director of Communication	267-1031
<b>Caitlin Ullock</b> Science - MHS	267-3034
<b>Michael Falzoi</b> Assistant Principal - CRMS	267-1903
<b>Joan Reynolds</b> PEOP	267-1092
<b>Laura Penkitis</b> Building Rep - PRE	703-6903
<b>Diana Page</b> Teacher- CRMS	267-1900
<b>Elizabeth Carpenter</b> HR Coordinator	267-1010
<b>Cathleen Anstrom</b> Paraprofessional - JRE	267-1300
<b>Elizabeth Willis</b> Special Ed Teacher - BRMS	267-1800
<b>Ben Winter</b> Counselor - SHS	267-3963
<b>Elizabeth Willis</b> Learning Specialist - BRMS	267-1800



# Pittsford Schools

<b>Joan Moffett</b> Educational Assistant - MHS	267-1600
<b>Kelly VerSchneider</b> Nurse - MCE	267-1440
<b>Michele Riedl</b> Teacher – MCE	267-1200

Pittsford Central School District  
75 Barker Road  
Administration East Wing  
Pittsford, NY 14534

**RESOLUTION OF THE BOARD OF EDUCATION**

BE IT RESOLVED, that the Board of Education of Pittsford Central School District, does authorize the purchasing agent for Monroe 2-Orleans BOCES, to enter into any and all Cooperative bidding ventures conducted during the 2020-2021 school year.

**CERTIFICATION OF DISTRICT CLERK**

I, Deborah Carpenter District Clerk of the aforementioned School District, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on \_\_\_\_\_ and have attached a copy of such resolution.

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date