

PITTSFORD CENTRAL SCHOOL DISTRICT

Board of Education Meeting
 Tuesday, July 14, 2020
 Virtual Meeting by way of Zoom
 (Public Access on Website)

The REORGANIZATION and REGULAR MEETINGS of the Pittsford Central School District Board of Education began at 5:00 p.m., by way of virtual meeting platform Zoom, on Tuesday, July 14, 2020 due to mandatory state-wide school closures.

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: M. Kwiatkowski

1. Mr. Pero called the Reorganization Meeting to order at 5:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Mr. Pero administered the Oath of Office to District Clerk, Deborah Carpenter.

3. Mrs. Carpenter administered the Oaths of Office to reelected Board Member, Mr. Ted Aroesty and newly elected Board member, Mrs. Robin Scott.

4. Motion was made by Mrs. Thomas, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for the Reorganization meeting.
 Vote: Unanimously carried **APPROVED: AGENDA**

5. A call for nomination was made by Mrs. Baum and was carried naming Mrs. Amy Thomas to the office of President of the Pittsford Central School District Board of Education for the 2020/2021 school year.
 Vote: Unanimously carried **APPROVED: A. THOMAS PRESIDENT**

6. Mrs. Carpenter administered the Oath of Office to President Thomas.

7. A call for nomination was made by Mrs. Scott and was carried naming Mr. Ted Aroesty to the office of Vice-President of the Pittsford Central School District Board of Education for the 2020/2021 school year.
 Vote: Unanimously carried **APPROVED: T. AROESTY VICE-PRESIDENT**

8. Mrs. Carpenter administered the Oath of Office to Vice-President Aroesty.

9. Mrs. Carpenter administered the Oath of Office to Superintendent Pero.

10. Motion was made by Mr. Aroesty, seconded by Mr. Sullivan regarding the following resolutions:
 Vote: Unanimously carried **APPROVED: APPOINTMENTS**

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.

2.

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.

11. Motion was made by Mrs. Narotsky, seconded by Mrs. Baum and carried regarding the following designations:
Vote: Unanimously carried

**APPROVED:
DESIGNATIONS**

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 2021

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

4.

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.

12. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution:
Vote: Unanimously carried

**APPROVED:
AUTHORIZATIONS**

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

6.

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

13. The following committee participation was determined by the Board of Education members for the 2020/2021 school year.

BOARD COMMITTEE APPOINTMENTS

- A. Monroe County School Boards Association Committees
 - 1. Executive
Mike Pero (Superintendent)
Amy Thomas (BOE Pres. /MCSBA Pres.)
 - 2. Legislative
Valerie Baum (Co-chair)
Irene Narotsky (Alt)
 - 3. Labor Relations
Pete Sullivan
Ted Aroesty (Alt)
 - 4. Information Exchange
Robin Scott
Irene Narotsky
René Sanchez-Kazacos
 - 5. Board Presidents/VP
Amy Thomas (MCSBA President)
Ted Aroesty
 - 6. Steering Committee
Mike Pero (Superintendent for MCSBA President)
Amy Thomas (MCSBA President)
Valerie Baum (Legislative Co-Chair)

 - B. District or Board Committees
 - 1. Legislative Liaison
Valerie Baum
 - 2. Teacher Center Policy Board
René Sanchez-Kazacos
 - 3. Town/Village/School
Superintendent, President, Vice-President
District Leadership
 - 4. Audit Oversight Committee
Ted Aroesty, René Sanchez-Kazacos, Irene Narotsky
 - 5. District Advocacy Committee
Superintendent, President, Vice-President
 - 6. BOE Self Evaluation – Chairs listed below. Amy Thomas will serve as an ex-officio member of the self-evaluation subcommittee work.
 - a. Community Engagement – *Valerie Baum, René Sanchez-Kazacos, Robin Scott
 - b. BOE Insight Articles/Communications – *Pete Sullivan, Irene Narotsky, René Sanchez-Kazacos
- *denotes subcommittee Chair*

REGULAR MEETING
JULY 14, 2020

1. Mrs. Thomas called the Regular Meeting to order at 5:22 p.m.

2. 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 agenda for this evening's meeting.
Vote: Unanimously carried

**APPROVED:
AGENDA**

3. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 22, 2020, meeting.
Vote: Unanimously carried by those present with Mrs. Scott abstaining as she was not in attendance at the June 22, 2020 meeting.

**APPROVED:
MINUTES
6/22/20**

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

5. Motion was made by Mrs. Narotsky, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves and carried the 2020/2021 Board Governing Mission and Communications Agreement.
Vote: Unanimously carried

**APPROVED:
MISSION/
COMMUNICATIONS
AGREEMENT**

All Board members participated in reading each of the items written on these two documents. Both documents were signed by those Board members at a later date.

6. Financial Report: Mr. Kenney noted that all items would be acted upon this evening under the Consent Agenda.

7. 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**

A. Appointment – Certificated Staff

Name: Briana Parzych
Position: CRMS .6 Speech
Type of Position: Part-Time
Tenure Area: Speech
Probationary Period: N/A
Certification: Professional
Salary: \$32,225.00
Effective Date: 08/31/2020

Name: Julia Plato
Position: BRMS .5/CRMS.5 Instrumental Music
Type of Position: Probationary
Tenure Area: Music
Probationary Period: 08/31/2020 – 08/30/2024
Certification: Initial

8.

Salary: \$45,336.00
Effective Date: 08/31/2020

Name: Jason Foti
Position: SHS .8/MHS .2 Social Studies
Type of Position: Probationary
Tenure Area: Social Studies
Probationary Period: 08/31/2020 – 08/30/2024
Certification: Professional
Salary: \$54,150.00
Effective Date: 08/31/2020

Name: Patricia Chodak
Position: MHS .4 Social Studies
Type of Position: Part-Time
Tenure Area: N/A
Probationary Period: N/A
Certification: Professional
Salary: \$24,500.00
Effective Date: 08/31/2020

B. Change of Assignment

Name: Stephanie Smarsh
Position: JRE Reading 1.0
Type of Position: Tenured
Tenure Area: Reading
Probationary Period: N/A
Certification: Professional
Effective Date: August 31, 2020

C. Termination – Position Ending – Regular Sub

Name: Corey Tesler
Position: MHS .7 Special Education
Type of Position: Regular Sub
Effective Date: June 30, 2020

D. Appointment - Auxillary

Name: Vera Foster
Position: Career Center Coordinator
Type of Position: Civil Service
Salary: \$32,775.00
Effective Date: July 1, 2020

E. Varsity Head Coaches Salaries 2020 – 2021 Season - see attached

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

8. Motion was made by Mrs. Baum, seconded by Mrs. Narotsky 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
Molly Brennan	Clerical Substitute	BRMS-E	Per Diem	06/24/2020	\$12.00/hr.
Cheryl Muscarella	Payroll Clerk	BRMS-E	37.5/wk.	07/06/2020	\$33,615.00
Betsy Wilson	Office Clerk III	MCE	37.5/wk.	07/06/2020	\$30,191.00

CUSTODIAL/MAINTENANCE

APPOINTMENTS	POSITION	BLDG	HOURS	DATE	SALARY
Margaret Brennan	Summer Helper	BRMS-E	Per Diem	06/22/2020	\$12.00/hr.

9. Motion was made by Mr. Sullivan, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Per Diem Substitutes and Specialists salaries as follows:

Vote: Unanimously carried

**APPROVED:
PER DIEM
SUBSTITUTES/
SPECIALISTS
SALARIES**

	<u>2019 - 2020</u>	<u>2020-21</u>
Tutors -		
In-hospital students	23.00/hr.*	23.00/hr.*
Life Guards (school year)	12.50/hr.	12.50/hr.
Accompanist	17.50/hr.	17.50/hr.
Substitute Teachers—Itinerant	103.00/day	103.00/day
Substitute Teachers—Short Term	128.00/day	128.00/day
Substitute Paraprofessionals	12.50/hr.	13.20/hr.
Kindergarten Screeners (district and non-district)	27.00/hr.	27.00/hr.
Administrative Substitute	175.00/day	200.00/day
Single Presenter	60.00/hr.	60.00/hr.
Co-Presenter	40.00/hr.	40.00/hr.
Collegial Circle Facilitator (Professional Staff) +	10.00/hr.	10.00/hr.
H.S. Concert Coverage (Lights/Sound)	30.18/hr.	30.18/hr.
Administrator Mentor	3,800/yr.	3,800/yr.
Bus Driver Trainees		
9/1-12/31	11.10/hr.	11.80/hr.
1/1-6/30	11.80/hr.	12.50/hr.**

*Mileage and parking to be paid for those experiencing these costs as a result of their assignment.

+As professional staff already are paid a salary this is an additional stipend amount for purposes of minimum wage.

**Increase as of January 1st due to minimum wage.

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

11. Superintendent's Report: Mr. Pero noted the second reading of the following policies that would be acted upon this evening under the Consent Agenda.

- a. #8210-Safety Conditions and Prevention Instruction
- b. #8240-Instruction in Certain Subjects
- c. #8242- Patriotism, Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education

Removal of the following policies, also under the Consent Agenda

- a. #8211-Prevention Instruction (subsumed in #8210)
- b. #8242-Patriotism, Citizenship and Human Rights Education (subsumed in #8242)

10.

12. Mr. Pero reviewed the focus of the summer workshop noting the work that is being done to determine how school will be approached this coming school year. He shared the three possible scenarios/areas in which school hopefully will open. He noted that there is more work to be done, but progress is being made. Mr. Pero also said the continuous work on equity, inclusivity and racism is still very active and headed in the right direction.

13. Motion was made by Mrs. Baum, seconded by Mrs. Narotsky 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:

Rescind 18-19 Student(s) with Special Needs	Apple Transportation \$37,012.00	\$0.00
Transportation RFB #19-01		
2 nd One (1) Year Extension		

Committee on Special Education: Amendments-Agreements No Meetings, Annual Reviews, Initial Eligibility Determination Meeting, Reevaluation/Annual Reviews, Reevaluation CPSE to CSE Transition, Reevaluation Reviews, Requested Reviews, Requested Review CPSE to CSE Transition Meeting.

Sub-Committee on Special Education: Amendment, Amendments-Agreements No Meetings, Annual Reviews, Reevaluation/Annual Reviews, Requested Reviews.

Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Reviews, Amendment-Agreement No Meeting, Reevaluation Review.

Policy Approval: #8210 - Safety Conditions and Prevention Instruction
#8240 - Instruction in Certain Subjects
#8242 - Patriotism, Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education

Policy Removal: #8211-Prevention Instruction (subsumed in #8210)
#8242-Patriotism, Citizenship and Human Rights Education (subsumed in #8242)

14. New Business: Mrs. Thomas officially welcomed Mrs. Scott to the Board of Education and congratulated both Mr. Aroesty and Mrs. Scott as well as thanked them for their service. Mrs. Thomas also said she is looking forward to working collectively with everyone in the coming year.

15. 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 approves the adjournment of its Reorganization and Regular Meetings at 5:52 p.m.
Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter
School District Clerk