

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, JUNE 7, 2022
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING 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. NYSAAA Scholar-Athlete Scholarship Presentation to John Santowski – Scott Barker, Athletic Director
- V. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership
 - 2. Executive Committee
 - 3. Information Exchange Committee
 - 4. Labor Relations Committee
 - 5. Legislative Committee
 - 6. Steering Committee
 - 7. Communications Outreach Advisory Committee
 - B. Other Meeting Reports
 - 1. Audit Oversight Committee (AOC)
 - C. Dates to Remember
 - 1. 6/20/22 – Schools Closed for Juneteenth Observance
 - 2. 6/21/22 – Next Regularly Scheduled Meeting
 - 3. **6/24/22 (Friday) – Mendon High School Graduation – 4:00 p.m.**
Sutherland High School Graduation – 7:30 p.m.
- VI. FINANCIAL REPORT – Mr. Kenney
 - A. Action Items:
 - 1. 2022-23 Food Service Budget **(BOARD ACTION)**
 - 2. Internal Auditor’s Report for 2020-21 **(BOARD ACTION)**
 - 3. Bid Awards (**See Consent Agenda**)
 - a. Athletic Supplies and Equipment
 - b. BOCES 2 Cooperative Beverage Supply
 - c. BOCES 2 Cooperative Bread Supply
 - d. BOCES 2 Cooperative Food Supply
 - e. BOCES 2 Cooperative Ice Cream Supply
 - f. BOCES 2 Cooperative Milk and Juice Supply
 - g. BOCES 2 Cooperative Produce Supply
 - B. Discussion:
 - C. Other:
- VII. HUMAN RESOURCE REPORT – Mr. Clark
 - A. Action Items:
 - 1. Professional Staff Report **(BOARD ACTION)**
 - 2. Support Staff Report **(BOARD ACTION)**
 - B. Discussion:
 - C. Other:

- VIII. CURRICULUM REPORT – Mrs. Ward
- A. Action Items:
 - B. Discussion:
 - 1. 6-Day High School Schedule Presentation
 - C. Other:
- IX. SPECIAL EDUCATION REPORT – Ms. Woods
- A. Action Items: (**See Consent Agenda**)
 - 1. Committee on Special Education: Amendments, Amendments - Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation/Annual Review, Requested Reviews CPSE to CSE Transition Meetings.
 - 2. Sub-Committee on Special Education: Amendments, Amendments – Agreement No Meetings, Annual Reviews, Reevaluation/Annual Reviews.
 - 3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Reviews, Reevaluation/Annual Review.
 - B. Discussion:
 - C. Other:
- X. SUPERINTENDENT’S REPORT – Mr. Pero
- A. Action Items:
 - 1. Call for Executive Session **(BOARD ACTION)**
 - B. Discussion:
 - 1. **Policy Recommendation – 1st Reading**
 - a. #7110-Comprehensive Student Attendance
 - C. Other:
- XI. CONSENT AGENDA **(BOARD ACTION)**
- A. Bid Awards
 - B. Committee on Special Education
 - C. Sub-Committee on Special Education
 - D. Committee on Preschool Special Education
- XII. OLD BUSINESS
- XIII. NEW BUSINESS
- XIV. PUBLIC COMMENT
- The** Pittsford Board of Education values transparency and the public comments made during its meetings. As such, the Pittsford Board of Education provides this agenda item at its regular meetings. Board of Education meetings are not public forums, rather, they are business meetings held in public where dialogue is not normally conducted with audience members.
- The** purpose of this agenda item is for the Board to receive respectful and constructive feedback, opinions and information from District residents. Given the amount of public comment and to be fair to our residents, privilege of the floor will only be permitted to those who reside in the district. Comments are taken under advisement by the Board of Education and the Superintendent of Schools. Respect and civility are required during these meetings, particularly as we have students routinely attending as part of their course work.
- Comments** should be in reference to an interest or topic, not an individual. Each speaker will have the floor for *no more than three minutes and yielding time amongst speakers is not permitted. The Board President reserves the right to limit the total amount of speaking time.* In an effort to avoid repetitiveness, if speakers are attending with other residents with similar input, we ask that the group designate one person to address the Board as a group. For speakers who do not follow meeting and decorum protocols, the speaker’s privilege to use the floor will no longer be recognized by the Board of Education. Those planning to address the Board during the Public Comment agenda item must share the nature of their topic, name and address with the Board Clerk *before* speaking. Notecards are available for this purpose at the sign-in table near the entrance of the meeting room.
- XV. ADJOURNMENT/RECESS **(BOARD ACTION)**

Next regularly scheduled meeting: **Tuesday, June 21, 2022**

***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 Schools

Administrative Offices
75 Barker Road - East Wing
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Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: June 7, 2022
To: Michael Pero, Superintendent of Schools
From: Darrin Kenney, Assistant Superintendent for Business
Re: 2022-2023 Food Service Budget and Prices

Nine years ago, the District took on a daunting and unusual challenge, to separate from the NYS and Federal subsidized Child Nutrition Program and function on our own. The challenge was further heightened by continuing to operate a Free/Reduced meal program that mirrored the Federal/State program and do so with a totally “self-supporting operation.” Upon conversion to a self-sustaining program, the Board objectives were and remain today:

- Offer all students a healthy meal option commensurate with the Federal program
- Afford students options they would eat, rather than serve mandatory portions and lack of variety
- Reduce waste from students disposing food they did not want
- Provide meals free of charge, or at a reduced price, as if we were in the Federal and State programs
- Do all of the above at a reasonable meal price (Federal program was requiring substantial increases) in a self-sustaining program
- Operate a self-sustaining program (aka business model)

For the last nine years we have accomplished the first five bullets. The first five years being self-sustaining was an elusive goal we could not quite accomplish. The 2018-19 year was the start of accomplishing all the goals. The implementation of Full Day Kindergarten further enhanced our program's participation. Unfortunately, the impacts of the pandemic returned the program to challenging times for the 2019-20 and 2020-21 fiscal years. The current year, 2021-22 has returned to full in person instruction and as a result program participation has substantially improved, but in some buildings, not quite to the pre-pandemic levels. Our cafeterias that are more modern, welcoming and efficient (Calkins Road Middle School) consistently have significantly higher levels of participation. At the current time the percent of students eligible to receive free or reduced lunch (per the Federal & NYS criteria) is stable. Most students participate heavily in the ala carte items rather than a standard meal. Both of these facts may change in the coming years due to inflation and other factors. After two years of substantial deficit due to lacking sales, we are projecting the 2021-22 year to finish with a modest surplus.

There have been several factors that have emerged during the current year that, like everywhere, have adversely impacted the financials of the program and we do not anticipate the factors improving anytime soon:

- Inflation
 - Virtually everything costs substantially more. From switching to paper products, cost of food, insurance, equipment, repairs and delivery costs.
 - Concern that the struggling economy may result in an increase in students requiring Free or Reduced meals
- Supply Chain Shortage
 - Makes it difficult to provide some of the meals students want
 - Adversely affecting revenue and increasing costs of acquiring food and supplies
- Labor
 - The NYS Minimum Wage will increase again
 - 2022-23 is a negotiation year with the Food Service Workers
 - Current Labor Shortage – the last two months we have been at dire straits in some buildings, even to the point of contemplating shutting down the program in these buildings. As the labor shortage causes increased competition in the private sector food services industry, we are unable to compete. Recently two neighboring schools increased their Food Service Worker hourly rate \$2.00. That is an increase of approximately 15%
 - As salaries increase, so do benefits

During the pandemic the General Fund Budget substantially subsidized the program due to increased cost of food and supplies, and in conjunction with the social distancing regulations, mandated for school operation, participation in the program decreased by more than 50%. NYS Educational law recognizes Food Service as an “ordinary contingent expense,” and therefore the General Fund was required to assist. Fortunately, the General Fund was made whole when our request to use the Federal Stimulus Grants to shoulder the Food Service pandemic burden was approved by NYS. We continue to be challenged to find the balance between being fiscally responsible to our students/parents and not relying on the Board of Education for subsidy. The Director and staff employed many measures to reduce costs, e.g., reducing choices, reducing labor hours, and not filling some open positions. We are seeking to obtain applications for vacant positions to be adequately staffed at a fully operational level.

Based on history prior to the pandemic and the best information available at this time, we recommend a 2.22% increase in the budget and a \$0.50 increase in meal prices.

Therefore the enclosed budget includes the following highlights:

- Provides breakfast and lunch service to all District students commensurate with the prior year (barring NYS or DOH imposed changes)
- The budget is a 2.22% increase in Appropriations and Anticipated Revenue
 - Food, Personal Protective Equipment and Personnel Costs are the main contributors to the 2.22% increase
 - The Appropriations increase is supported by an expected and historic trend increase in Ala Carte sales
- The program will continue to provide Free and Reduced price meals to students that meet the same Federal Guidelines as if we were still in the program. It is important to note, that

unlike any other School Food Service Program, or the Food Service Industry, we absorb the costs of the Free/Reduced participation.

As the Board of Education considers the attached budget, please also take a moment to reflect on a very unique fact. Our Food Service Program is the ONLY operation in the County that operates without some form of State, Federal or Property Tax (General Fund) support. Less than a handful of schools in NYS have attempted a self-funded operation and Pittsford has achieved it.

THEREFORE BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby approve the 2022-2023 School Food Service budget and meal prices detailed below:

<i>Grade Level</i>	<i>2021-2022</i>	<i>2022-2023</i>	<i>Change</i>
Elementary	\$3.50	\$4.00	\$0.50
Secondary	\$3.75	\$4.25	\$0.50
Ala Carte Meal – Adult	\$5.50	\$6.00	\$0.50
Annual Budget	\$2,049,159	\$2,112,180	2.22%

DTK:dh

Attachments

- C: *H. Evans*
- L. Reister*
- P. Vangellow*

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Darrin Kenney
Assistant Superintendent for Business

Date: June 7, 2022
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business
Re: Hungerford Vinton, LLC Internal Audit Report – Payroll & Benefits

Hungerford Vinton, LLC has submitted its Internal Payroll & Benefits Audit Report dated April 30, 2021. The Audit Oversight Committee (AOC) has reviewed and had the opportunity to pose questions to our internal auditors concerning this report. The AOC recommends approval and acceptance of the Payroll & Benefits Audit Report as presented.

I have provided a copy of the report and a resolution for the Board of Education to accept the report.

Be It Resolved that the Board of Education accepts the internal auditor's April 2021 Payroll & Benefits Audit Report as presented to and recommended by the Audit Oversight Committee.

DTK:dh

Attachment

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: June 7, 2022
TOPIC: Athletic Supplies & Equipment
Advertised Date: April 20, 2022, The Daily Record
Bid Opening Date: May 11, 2022 11:00 A.M.
FUNDS: Athletic Department Budget

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	AMOUNT
Athletic Supplies & Equipment	Jim Dalberth Sports Inc.	\$ 3,989.52
	MF Athletic Company	\$ 1,814.00
	Pyramid School Products	\$ 2,132.54
	Scholastic Sports Sales	\$ 22,417.70
	Sportsman's	\$ 1,684.20
	Triple Crown Sports	\$ 4,349.70
	Varsity Brands dba BSN Sports	\$ 5,233.83
TOTAL:		\$ 41,621.49

Comments: Athletic Supplies & Equipment Contract is from date awarded by Board of Education through 6/30/23. The bid was reviewed by Scott Barker, Athletic Director and Leslie Pawluckie, Purchasing Agent. The bid is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. The bid represents 54 items, of which 51 were awarded. Awarded bidders offer discounts on various manufacturer product lines ordered throughout the year. Items ordered are identified on an ongoing basis by the Athletic Director.

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: June 7, 2022
TOPIC: BOCES 2 Cooperative Beverage Supply RFB-2001-22
Date of Legal Notice: March 24, 2022, *Democrat & Chronicle*
Date of Bid Opening: April 28, 2022
Time of Bid Opening: 2:00 PM at BOCES 2
FUNDS: C94 2860 410 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	ESTIMATED AMOUNT
22-23 Beverage (Juice, Gatorade, and Water)	KIMMINS COFFE & WATER LLC	\$ 30,543.00
TOTAL:		<u>\$ 30,543.00</u> (cost estimated)

Comments: The BOCES 2 Cooperative Beverage bid contract runs July 1, 2022 through June 30, 2023. Pittsford and 17 other districts and BOCES participated. The bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement and Paulette Vangellow, Director of Food Services. The bid is recommended for award on a line by line basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.

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: June 7, 2022
Bid Title: BOCES 2 Cooperative Bread Supply RFB-2002-22
Date of Legal Notice: March 24, 2022, Democrat & Chronicle
Date of Bid Opening: April 28, 2022
Time of Bid Opening: 2:00 PM at BOCES 2
Source of Funds: C94 2860 410 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
22-23 Bread Supply	Midstate Bakery Distributions, Inc.	9,467.51

T O T A L:

\$ 9,467.51
(cost estimated)

Comments: The BOCES 2 Cooperative Bread supply bid contract runs July 1, 2022 through June 30, 2023. Pittsford and 19 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Paulette Vangellow, Director of Food Service. Bid represents 4 items. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.

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: June 7, 2022
TOPIC: BOCES 2 Cooperative Food Supply RFB-2003-22
Date of Legal Ad: March 24, 2022, Democrat & Chronicle
Date of Bid Opening: April 28, 2022
Time of Bid Opening: 2:00 PM at BOCES 2
SOURCE OF FUNDS: C94 2860 410 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
	Palmer Food Service	
22-23 Food Supply		\$270,587.22
	(cost estimated)	
	TOTAL:	<u>\$ 270,587.22</u>

Comments: The BOCES 2 Cooperative Food Supply Bid contract runs July 1, 2022 - June 30, 2023. Pittsford and 18 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Paulette Vangellow, Director of Food Service. Bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.

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: June 7, 2022
Bid Title: BOCES 2 Cooperative Ice Cream Supply RFB-2004-22
Date of Legal Notice: March 24, 2022, Democrat & Chronicle
Date of Bid Opening: April 28, 2022
Time of Bid Opening: 2:00 PM at BOCES 2
Source of Funds: C94 2860 410 School Lunch Budget

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District extend the contract to the following vendor as low responsive bidder meeting specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
22-23 Ice Cream	Hershey's Ice Cream (cost estimated)	\$5,818.95
TOTAL:		<u><u>\$5,818.95</u></u>

Comments: BOCES 2 Cooperative Ice Cream bid contract runs July 1, 2022 through June 30, 2023. Pittsford and 18 other districts participated. The bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Paulette Vangellow, Director of Food Services. Bid represents 12 items, with 11 being awarded. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.

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: June 7, 2022
Bid Title: BOCES 2 Cooperative Milk & Juice Supply RFB-2005-22
Date of Legal Notice: March 24, 2022, Democrat & Chronicle
Date of Bid Opening: April 28, 2022
Time of Bid Opening: 2:00 PM at BOCES 2
Source of Funds: C94 2860 410 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
22-23 Milk and Juice	Upstate Niagara Cooperative, Inc. (cost estimated)	\$ 36,001.88
TOTAL:		<u>\$ 36,001.88</u>

Comments: The BOCES 2 Cooperative Milk & Juice Supply Bid contract runs July 1, 2022 through June 30, 2023. Pittsford and 19 other districts participated. The bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Paulette Vangellow, Director of Food Service. Bid represents 18 items. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.

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: June 7, 2022
Bid Title: BOCES 2 Cooperative Fresh Produce Supply RFB-2006-22
Date of Legal Notice: March 24, 2022, Democrat & Chronicle
Date of Bid Opening: April 28, 2022
Time of Bid Opening: 2:00 PM at BOCES 2
Source of Funds: C94 2860 410 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
22-23 Fresh Produce	American Fruit and Vegetable Co. Inc.	\$19,182.75
TOTAL:		<u>\$ 19,182.75</u> (cost estimated)

Comments: The BOCES 2 Cooperative Fresh Produce Supply Bid contract runs July 1, 22 through June 30, 2023. Pittsford and 21 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Paulette Vangellow, Director of Food Service. Bid represents 30 items. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.

Darrin Kenney, Assistant Superintendent for Business