

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, JANUARY 25, 2022
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING ON WEBSITE)

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AGENDA
7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA **(BOARD ACTION)**
- IV. TAKE A LOOK AT TEACHING INITIATIVE - PDTA
- V. PUBLIC HEARING – PARTIAL TAX EXEMPTION FOR FIRST RESPONDERS
- VI. PRINCIPAL’S REPORT – Dr. Leah Kedley – Jefferson Road Elementary School
- VII. APPROVAL OF MINUTES January 11, 2022 **(BOARD ACTION)**
- VIII. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership – next meeting – 3/2/22
 - 2. Executive Committee – next meeting – 2/2/22
 - 3. Information Exchange Committee – 2/9/22
 - 4. Labor Relations Committee – next meeting – 2/16/22
 - 5. Legislative Committee – next meeting – 2/2/22
 - 6. Steering Committee – next meeting – 1/26/22
 - 7. Communications Outreach Advisory Committee
 - B. Other Meeting Reports
 - C. Dates to Remember
 - 1. 2/3/22 – Board Tour Only (no visit) at Barker Road Middle School – 7:30 a.m.
 - 2. 2/5/22 – MCSBA Legislative Breakfast – 9:00 a.m.
 - 3. 2/8/22 – Next Regularly Scheduled Meeting
- IX. FINANCIAL REPORT – Mr. Kenney
 - A. Action Items:
 - 1. Non-Resident Tuition Rates **(BOARD ACTION)**
 - 2. Bid Award (**See Consent Agenda**)
 - a. BOCES 2 Cooperative Printer and Copier Supplies
 - B. Discussion:
 - 1. Professional Services Contract Report
 - C. Other:
- X. HUMAN RESOURCE REPORT – Mr. Clark
 - A. Action Items:
 - 1. Professional Staff Report **(BOARD ACTION)**
 - 2. Support Staff Report **(BOARD ACTION)**
 - B. Discussion:
 - 1. Administrative Tenure Recommendations – 1st Reading
 - C. Other:
- XI. STUDENT SERVICES REPORT – Mrs. Cutaia
 - A. Action Items:
 - B. Discussion:
 - 1. Youth Risk Behavior Survey Results
 - C. Other:

XII. SPECIAL EDUCATION REPORT – Ms. Woods

A. Action Items: (**See Consent Agenda**)

1. Committee on Special Education: Amendments - Agreement No Meetings, Annual Review, Initial Eligibility Determination Meetings, Reevaluation/Annual Review, Reevaluation Reviews, Requested Reviews, Transfer Student – Agreement No Meeting.
2. Sub-Committee on Special Education: Amendments – Agreement No Meetings, Annual Reviews, Reevaluation/Annual Review, Reevaluation Reviews.
3. Committee on Preschool Special Education: Reevaluation Review, Initial Eligibility Determination Meetings, Amendments – Agreement No Meetings.

B. Discussion:

C. Other:

XIII. SUPERINTENDENT’S REPORT – Mr. Pero

A. Action Items:

1. Call for Executive Session **(BOARD ACTION)**
2. Policy Approvals – 2nd Reading (**See Consent Agenda**)
 - a. #5671-Data System and Information Integrity
 - b. #5677-Student Grading Information Systems
 - c. #7240-Student Records: Access and Challenge
 - d. #7241-Student Directory Information
3. Gift to the District: (**See Consent Agenda**)
 - a. A donation of \$5,000.00 from Geraldine A. Spencer for the Donald Spencer Scholarship Fund at Sutherland High School.

B. Discussion:

C. Other:

XIV. CONSENT AGENDA

(BOARD ACTION)

- A. Bid Award
- B. Committee on Special Education
- C. Sub-Committee on Special Education
- D. Committee on Preschool Special Education
- E. Policy Approvals: #5671, #5677, #7240 and #7241
- F. Gift to the District

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. 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.

XVIII. ADJOURNMENT/RECESS

(BOARD ACTION)

Next regularly scheduled meeting: **Tuesday, February 8, 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 CENTRAL SCHOOL DISTRICT

Board of Education Meeting

Tuesday, January 11, 2022

Barker Road Middle School

(Link to Public Viewing on Website)

The REGULAR MEETING of the Pittsford Central School District Board of Education began at 7:00 p.m. in the McCluski Room, Barker Road Middle School on Tuesday, January 11, 2022.

BOARD MEMBERS PRESENT: A. Thomas, T. Aroesty, J. Casey, S. Pelusio, R. Sanchez-Kazacos, R. Scott, P. Sullivan

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, S. Clark, S. Cutaia, D. Kenney, M. Ward, E. Woods.

OTHERS PRESENT: *The sign-in sheets in their entirety are duly made a part of these minutes and are kept in a supplemental file for this meeting.*

1. Mrs. Thomas called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. 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 agenda for this meeting. **APPROVED: AGENDA**

Vote: Unanimously carried

3. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its December 14, 2021, Regular meeting. **APPROVED: MINUTES 12/14/21**

Vote: Unanimously carried

4. The Pittsford Fire Department presented on the partial tax exemption for first responders recently signed into legislation by Governor Hochul.

5. Board Reports: Mrs. Thomas read the MCSBA meeting dates as well as other dates to remember. Mrs. Pelusio reported out on the recent Legislative committee meeting.

6. 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 accepts the Treasurer's Report for the month of November 30, 2021. **ACCEPTED: TREASURER'S REPORT**

Vote: Unanimously carried

7. Mr. Kenney gave an update on transportation and the issues they have been facing. He thanked the community for helping during this time of great need. Mr. Pero thanked Mr. Kenney for being a great leader and noted that there are very few options (school closures or families drive kids) when drivers are out. He also reminded the community, that families, who receive a text or an email about the cancellation or lateness of a bus run, are the only ones that are affected.

8. Motion was made by Mr. Casey, 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 Professional Staff Report: **APPROVED: PROFESSIONAL STAFF REPORT**

Vote: Unanimously carried

57.

A. Change of Status – Probationary to Tenure

Name: Michelle Walsh
Position: JRE Grade 3
Tenure Area: Elementary
Probationary Period: 01/05/2018 – 01/04/2022
Certification: Professional

B. Certificated Staff – Part Time to Probationary

Name: Jennifer Clausen
Position: SHS Mathematics
Type of Position: Probationary
Tenure Area: Mathematics
Probationary Period: 01/03/2022 – 01/02/2025
Certification: Permanent
Salary: \$64,571.00
Effective Date: 01/03/2022

C. Appointment – School Related Professional

Name: Bryan Cavanagh
Position: CRMS Paraprofessional
Type of Position: Full Time
Salary: \$22,587.00
Effective Date: 01/04/2022

Name: Bridget Lasky
Position: MHS Paraprofessional
Type of Position: Full Time
Salary: \$20,776.00
Effective Date: 12/17/2021

Name: Stacy Hollenbeck
Position: JRE Paraprofessional
Type of Position: Full Time
Salary: \$20,142.00
Effective Date: 01/18/2022

Name: Gianna Arcuri
Position: TRE Paraprofessional
Type of Position: Part Time
Salary: \$14.60/hr.
Effective Date: 01/18/2022

D. Appointment – Supervisory and Technical

Name: Mackenzie Carpenter
Position: Network Technician
Type of Position: Full Time
Probationary Period: 1 Year
Salary: \$50,000.00
Effective Date: 12/30/2021

E. Resignation – School Related Professional – letter attached

Kathryn Lipka
Alison Sheldon

F. Resignation for Retirement – School Related Professional – letter attached

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Position</u>	<u>Yrs. In District</u>	<u>Resignation Date</u>
Lisa	Backscheider	MHS	Supervisory Paraprofessional	16.8	01/14/2022

9. Motion was made by Mr. Sullivan, seconded by Mrs. Pelusio 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			LENGTH	
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Jessica Lupinetti	Part Time Clerk	JRE	3 mos.	12/21/2021
Alison Sheldon	School Aide	MCE	4 mos.	01/04/2022

CLERICAL			LENGTH	
<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Rubie Times	Office Clerk II	SHS	20.8 yrs.	03/29/2022

CUSTODIAL/MAINTENANCE			LENGTH	
<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Richard Thorn	Master Grounds Person	TMF	37.2 yrs.	01/28/2022

10. Chief Information Officer Report: Dr. Cimmerer presented the annual enrollment projections. Summary for the 2020-21 comparisons are as follows: 2020 total enrollment predictions for 2021 were 99% accurate, with 99% accuracy over the last 10 years and 98% accuracy over the past 5 years. Based on current projections, PCSD shows a gradual increase from 2021 to 2031.

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

12. 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 calling an Executive Session for the purpose of discussing pending litigation, the employment of a particular person and the discipline of a particular person, where no official business will be conducted. This session will take place immediately after the Regular Meeting.
Vote: Unanimously carried

**APPROVED:
EXECUTIVE
SESSION**

13. Mr. Pero noted the second reading of the following Policies that would be acted upon under the Consent Agenda:

- #7552 – Student Gender Identity
- #7640 – Student Individualized Education Program (IEP): Development and Provision
- #7641 – Transition Services
- #7650 – Identification and Register of Children with Disabilities (Child Find)

Mr. Pero also noted the following Policy Deletions that would be acted upon under the Consent Agenda:

- #7617-Declassification of Students with Disabilities (no longer required)

#7620-Students with Disabilities Participating in District Programs (subsumed into policy #7410-Extracurricular Activities)

#7644-Behavioral Supports and Interventions for Students with Disabilities (subsumed into policy #7640-IEP)

Mr. Pero also noted the first reading of the following Policies:

#5671-Data System and Information Integrity

#5677-Student Grading Information Systems

#7240-Student Records: Access and Challenge

#7241-Student Directory Information

14. Superintendent's Report: Mr. Pero provided updates on the following: email to community about COVID, return to school guidelines, keeping kids home when they are sick and reporting COVID positive test results, distributing at-home test kits, testing clinic at school, possible changes coming to contact tracing, doing everything to keep schools open, staffing issues, substitutes, staff helping to cover classes. Mr. Pero shared the sad news of the recent passing of Richard Harty who worked at Park Rd. Elementary for 16 years. Mr. Pero said that Mr. Harty was a kind friend, funny, a great listener and many referred to him as "good egg" ... he will be missed.

15. Motion was made by Mr. Casey, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:

**APPROVED:
CONSENT
AGENDA**

Vote: Unanimously carried

Bid Awards:

21-22 Food Supply	Palmer Food Service	\$322.65 (estimated)
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Audio-Visual Equipment	Various Vendors	\$177,796.00
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These bids in their entirety are duly made a part of these minutes and kept in a supplemental file for this meeting.

Committee on Special Education: Amendments - Agreement No Meetings, Initial Eligibility Determination Meetings, Reevaluation/Annual Reviews, Reevaluation Review, Requested Reviews.

Sub-Committee on Special Education: Amendments - Agreement No Meetings, Reevaluation Reviews, Requested Reviews.

Committee on Preschool Special Education: Amendments - Agreement No Meetings, Requested Reviews, Initial Eligibility Determination Meetings.

Policy Approvals:

- #7552 - Student Gender Identity
- #7640 - Student Individualized Education Program (IEP): Development and Provision
- #7641 - Transition Services
- #7650 - Identification and Register of Children with Disabilities (Child Find)

Policy Deletions:

- #7617-Declassification of Students with Disabilities (no longer required)
- #7620-Students with Disabilities Participating in District Programs (subsumed into policy #7410-Extracurricular Activities)
- #7644-Behavioral Supports and Interventions for Students with Disabilities (subsumed into policy #7640-IEP)

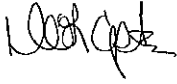
Memorandum of Agreement

16. Public Comment: Two people addressed the Board in-person and Mrs. Thomas read one write-in comment.

17. 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 Regular Meeting at 8:20 p.m.
Vote: Unanimously carried

APPROVED:
ADJOURNMENT

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

Pittsford Schools


Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1036

Leeanne G. Reister
Director of Finance

Fax: 585.381.9368
Leeanne_Reister@pittsford.monroe.edu

Date: January 19, 2022

To: Michael Pero, Superintendent
Darrin Kenney, Asst. Superintendent for Business

From: Leeanne Reister, Director of Finance 

RE: Board Resolution – Non-Resident Tuition Rates

As you know, in the Pittsford District Teachers Association Contract, Section 19 allows children of non-resident staff to enroll in the Pittsford Central Schools with payment of tuition. The tuition rates follow those calculated and reported on the TRAEST report from the State Aid Unit each year. The New York Department of Education has published the estimated non-resident tuition rates for the 2021-22 school year. Per Section 174.2 (a) (6) of the Regulations of the Commissioner of Education, the non-resident tuition rates on the State Aid output reports are estimated rates for billing during the 2021-22 school year, when the actual rates become available refunds or additional charges are to be made.

Therefore, I recommend that the following resolution be approved by the Board of Education:

RESOLVED, that the Board of Education establishes the non-resident tuition rates for the 2021-22 school year and until new rates are published as follows:

Tuition charge for regular education students based on net cost per student:

Grade K-6	\$16,364
Grades 7-12	\$16,236

Tuition Charge for students receiving special education services:

Grade 1-6	\$53,056
Grades 7-12	\$52,928

An agreement will be executed for each non-resident student enrolling in PCSD under the PDTA contract and will describe terms for payment of tuition per Board Policy 7132.

PITTSFORD, NEW YORK

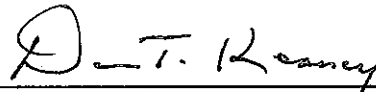
RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: January 25, 2022
Topic: BOCES 2 Cooperative Printer and Copier Supplies 1975-21
Date Advertised: October 28, 2021, *Democrat & Chronicle*
Bid Opening Date: November 18, 2021
Bid Opening Time: 2:00 PM, BOCES II
Fund: Budget, Each Building or Department

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award contracts to the following vendors as low responsive bidders meeting specifications:

ITEM BID	RECOMMENDED VENDOR	ESTIMATED AMOUNT
Printer Supplies		
	Focus Camera LLC	\$3,900.66
	Quill Corporation	\$310.41
	The Tree House, Inc.	\$399.10
	W.B. Mason	\$316.32
	TOTAL:	<u>\$4,926.49</u>
		(ESTIMATED)

Comments: BOCES 2 Cooperative Printer and Copier Supplies Bid contract is valid 02/01/22 - 01/31/23. Pittsford and four (4) other districts and/or BOCES participated. The bid was reviewed by Wendy Vergamini, BOCES 2 Bid Coordinator; Kimberly Palumbos, Purchasing Assistant; and Leslie Pawluckie, Purchasing Agent. The awards are recommended to the responsive bidders meeting all required bid specifications. Vendors offered discounts by brand for items not listed on the bid. Items are identified on an ongoing basis by budget managers in the departments and schools.



Darrin Kenney, Assistant Superintendent for Business

SUBJECT: DATA SYSTEM AND INFORMATION INTEGRITY

The Data Privacy Officer (DPO) and Coordinator of Technology will select from the National Institute of Standards and Technology (NIST) SP800-53 control set, controls and procedures to implement these controls, in order to promote and protect the integrity of information held by Pittsford Central School District (PCSD). The NIST Framework is guidance based on existing standards, recommendations, and practices for organizations to better manage and reduce cybersecurity risk. In addition to helping organizations manage and reduce risks, it was designed to foster risk and cybersecurity management communications amongst both internal and external organizational stakeholders.

PCSD is dependent upon having accurate, available and trustworthy information to both perform our mission and to rely upon to make decisions. Malicious code, corrupted data, network compromises, or flawed software and server patches all interfere with our operations. This policy seeks to promote the adoption of controls and procedures to minimize the risk of these occurrences. PCSD shall implement controls and procedures that accomplish, where applicable, the following objectives:

- a) Flaw remediation in information systems, software and firmware updates, and incorporates these into our configuration management practices.
- b) Protection from malicious code.
- c) Monitoring of systems for signs of attack or unauthorized use of systems or information.
- d) Ensuring that our security and privacy functions are operating as expected.
- e) Verifies the integrity of firmware and software patches prior to their application.
- f) Protects the organization from SPAM and phishing attacks.

NIST SP800-53: SI_1

NIST Cybersecurity Framework: <https://www.nist.gov/cyberframework/framework>

Pittsford Central School District Adopted: 1/11/22 (First Reading)

SUBJECT: STUDENT GRADING INFORMATION SYSTEMS

Student performance is assessed in many ways, including the use of assigned grades. The District will help ensure the integrity of student grades by controlling access to its grading information system and by approving modifications to grades where warranted.

The System

The District utilizes an electronic software system that contains a record of student performance, credit accumulation, report cards, and a transcript. More specifically, the system includes class rosters where teachers enter student grades and track their students' academic progress. The system is used to generate student report cards and transcripts, and to maintain official student grading records.

To protect student data in the system, the District will first establish who has the authority to grant, change, or terminate user access. The personnel with this authority will be very limited. Further, if the grading system has a feature that allows one user or account to assume the identity of another user or account, the District will restrict or disable that feature. These types of features could allow a user greater access than intended, including inheriting permissions of another user that are greater than the user's.

System Access

The District will create categories of system users and assign appropriate system permissions to each. Users' permissions will be compatible with and restricted by their roles and job duties; their access will be as restrictive as possible. Typically, teachers will have the ability to enter, update, and modify grades each marking period before a pre-determined lockout date. The lockout function will be consistently used throughout the school year to help prevent grade modifications without authorization after a marking period closes. Through increased system permissions, other individuals—such as non-classroom teachers, guidance counselors, information technology (IT) staff, clerical staff, and support staff—will be able to view or modify grades.

The District will work with its IT, human resources, and other appropriate departments to determine how best to timely establish access rights, add users, deactivate or modify user accounts, and monitor user accounts. As appropriate, the District will develop further IT controls that protect against improper access and promote data security. Further, the District recognizes that system access is most secure when District-owned devices are used. Accordingly, staff should only use District-owned devices to view, enter, or modify student grades and comments.

Grade Changes

Once the lockout period begins, only authorized users identified by the District may change grades, and only under certain circumstances. The system will recognize when grades change, and a log of modified grades may then be viewed and printed. Any grade mismatches will be reconciled before the next marking period closes or before the end of the school year, whichever is earlier.

(Continued)

SUBJECT: STUDENT GRADING INFORMATION SYSTEMS (Cont'd.)

The staff member seeking to change a grade will submit a grade-change form signed by the requesting party, the teacher who assigned the original grade, and the appropriate administrator. This form and all other documents supporting a grade modification will be electronically filed in the grading system or filed in a non-electronic system—if electronic filing is impossible or impractical—and maintained for six years. The personnel seeking the modification should specify one or more reasonable grounds for the grade change on the form. There must be reasonable grounds to alter a grade. The reasons may include:

- a) Data entry error;
- b) Computational error;
- c) A modification based on work submitted or considered after the lockout date;
- d) Changing an incomplete grade to a regular grade because a student completed course requirements;
- e) Credit recovery coursework;
- f) Administrative change; or
- g) Other acceptable justifications.

Audit Log and Monitoring

The District's grading system will have an audit log or grade-change report function that records certain system activities, including modifications to grades. The District will periodically monitor audit logs or grade-change reports to confirm the integrity of the system, to ensure proper access by personnel, and to confirm that modifications within the system are appropriate and completed in a timely manner. The District will also periodically monitor user accounts and rights so that the permissions granted are proper and the minimum necessary for each user or user group. To the extent feasible, the District will make sure that user accounts are current and updated regularly. The District will be able to print user information, logs, reports, and other documents from the student grading information system, as needed.

Student Transcripts

Student transcripts may show all credit-bearing classes, final grades, test scores, grade-point average, diploma type, Regents test scores, and graduation date. The same controls, protections, and monitoring applicable to student grading information apply equally to student transcripts.

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE

The Pittsford Central School District will comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, the following have a right to inspect and review student education records maintained by the District: (1) parents/guardians of a student under 18, whose rights are not limited by court order or formal agreement; and (2) an "eligible" student who is 18 years of age or older or who is attending an institution of post-secondary education.

Education Records

The term "education records" is defined as all records, files, documents and other materials containing information directly related to a student and maintained by the education agency or institution, or by a person acting for such agency or institution (34 Code of Federal Regulations (CFR) Section 99.3). This includes all records regardless of medium now known or later to be devised, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA. As such, they are subject to the confidentiality provisions of both Acts.

Personal notes made by teachers or other staff are not considered education records if they are:

- a) Kept in the sole possession of the maker;
- b) Not accessible or revealed to any other person except a temporary substitute; and
- c) Used only as a memory aid.

Records created and maintained by a law enforcement unit for law enforcement purposes are also excluded from the definition of education records.

FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

Access to Student Records

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of federal law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available student records and files on students to the parent/guardians of students whose rights are not limited by court order or formal agreement, or eligible students and to ensure the confidentiality of such records with respect to third parties.

(Continued)

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

Under FERPA, unless otherwise exempted in accordance with law and regulation, the District may not utilize or release personally identifiable information (PII) contained in student education records unless it has received a "signed and dated written consent" from a parent/guardian or eligible student. Signed and dated written consent may include a record and signature form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person's approval of the information contained in the electronic consent.

Exceptions for Release of Personally Identifiable InformationDirectory Information and Limited Directory Information Disclosure

Directory information is information contained in the education record of a student that would not generally be considered harmful, intrusive and/or an invasion of privacy if disclosed. For purposes of the release of directory information, the Pittsford Central Schools has adopted a Limited Directory Information Disclosure policy which means that the District limits disclosure of its designated directory information to specific parties, for specific purposes, or both. Disclosure is limited for uses that support school programs and activities and for District publications or other purposes such as student recognitions, event programs and yearbooks and District generated social media. The District may also disclose directory information to outside organizations/parties without prior written consent but only for school-related activities or purposes. Examples of such outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The District will restrict disclosure for potentially harmful, intrusive and/or invasive purposes.

For purposes of this policy, Directory Information includes, but is not limited to:

- a) The student's name;
- b) The name of the student's parent/guardian or other family members;
- c) The address of the student or student's family;
- d) Telephone listing;
- e) Email address;
- f) Photograph or digital image, or other facsimile derived from known image production methods/transmissions or those future developed;
- g) Date and place of birth;
- h) Dates of attendance;
- i) Grade level;
- j) Participation in officially recognized activities and sports;
- k) Weight and height of members of athletic teams;
- l) Degrees, honors and awards received;
- m) Student ID number or unique personal identifier that is displayed on a student ID card, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password or other factor known or possessed only by the authorized user.

(Continued)

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

The District shall publish an annual public notice informing parent/guardians and eligible students of the District's definition of directory information, the right to refuse the release of student directory information and indication of the time period for their response. Following such public notice and a reasonable response period, the District may release such information without individual consent. Parent/guardians and eligible students may not, by refusing the release of disclosure of directory information, prevent the District from requiring a student to wear or present a student identification card or a badge that displays information that may include directory information.

Military Recruiter Access

The release of student directory information is separate from the District's mandated compliance with the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001 (NCLB), and the National Defense Authorization Act, under which it must release names, addresses and telephone listings of eligible students (i.e., a student seventeen (17) years of age or older or in the eleventh grade (or its equivalent) or higher) to Military Recruiters. The District shall notify parent/guardians/eligible students that, by law, it routinely releases this information to Military Recruiters upon request subject to a parent/guardians'/eligible students' written request not to disclose such information.

Health and Safety Emergency Exception

School districts must balance the need to protect student directory information with the need to address issues of student safety, school safety and emergency situations. Under FERPA, if the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records, without consent, to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals during the period of the health or safety emergency. The District may then release information from records to appropriate parties including, but not limited to, parent/guardians, law enforcement officials and medical personnel.

Release of Information to Another Educational Institution

The District may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of IDEA, to another school or postsecondary institution at which the student seeks or intends to enroll, or after the student has enrolled or transferred, so long as the disclosure is for purposes related to the student's enrollment or transfer.

(Continued)

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)Audit/Evaluation Exception

The audit or evaluation exception allows for the disclosure of personally identifiable information (PII) from education records without consent to authorized representatives of the Comptroller General of the U.S., the Attorney General, the Secretary of Education, and State or local educational authorities ("FERPA permitted" entities). Under this exception, PII from education records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal legal requirements that relate to those education programs (audit, evaluation, or enforcement of compliance activity). The District may, from time to time, disclose PII from education records, without consent, to authorized representatives of the entities listed above.

Studies Exception

This exception allows for the disclosure of PII from education records without consent to organizations conducting studies for, or on behalf of, schools, school districts or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction. The District may, from time to time, disclose PII from education records without consent to such organizations conducting studies for the District, in accordance with its obligations under FERPA.

Challenge to Student Records

Parent/guardians or eligible students shall have an opportunity for a hearing to challenge the content of the school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Disclosures to Parent/Guardians of Eligible Students

Even after a student has become an "eligible student" under FERPA (which is defined as a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education) an educational agency or institution may disclose education records to an eligible student's parent/guardian, without the student's consent:

- a) If the student is claimed as a dependent for Federal income tax purposes by either parent/guardian;
- b) In connection with a health or safety emergency;
- c) If the student attends an institution of postsecondary education, is under twenty-one (21) years of age, and the disclosure is regarding the student's violation of law or an institutional rule or policy governing the use of alcohol or a controlled substance at that institution; or

(Continued)

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

- d) If the disclosure falls within any other exception to the consent requirements under FERPA or its regulations, such as the disclosure of directory information or in order to be in compliance with a court order or lawfully issued subpoena.

Release of Information to the Noncustodial Parent/Guardian

The District will presume that the noncustodial parent/guardian has the authority to request information concerning his/her child and release such information upon request. If the custodial parent/guardian wishes to limit the noncustodial parent/guardian's access to the records, it is the custodial parent/guardian's responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

Parents' Bill of Rights

The District posts a parents' bill of rights for data privacy and security on its website, and it includes this bill of rights with every contract it enters into with a third-party contractor that receives student, teacher, or principal data. The bill of rights informs parents of the legal requirements regarding privacy, security, and use of student data.

Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g
34 CFR Part 99
Education Law § 2-d

NOTE: Refer also to Policies #7241 -- Student Directory Information
#7242 -- Military Recruiters and Institutions of Higher Education
#7243 -- Student Data Breaches
#7643 -- Transfer Students with Disabilities

Pittsford Central School District Adopted: 6/28/82, 2/20/89, 6/9/97, 6/25/01, 7/12/04, 1/25/16,
1/11/22 (First Reading)

Students

SUBJECT: STUDENT DIRECTORY INFORMATION

The District will publish an annual public notice informing parents or eligible students (i.e., a student 18 years of age or older or who is attending an institution of post-secondary education) of (1) the District's definition of directory information; (2) the parent or eligible student's right to opt out of, in writing, the release of student directory information; and (3) indication of the time period to do so.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Following this public notice and a reasonable period to opt out, the District may release this information to an outside group without individual consent.

The Family Educational Rights and Privacy Act defines student directory information as any of the items as indicated in the following list. The District defines student directory information to include items of information as defined below:

- a) Student's name
- b) Address
- c) Telephone listing
- d) Date and place of birth
- e) Major field of study
- f) Grade level
- g) Participation in officially recognized activities and sports
- h) Weight and height (for members of athletic teams)
- i) Dates of attendance
- j) Honors, degrees and awards received
- k) Email address
- l) Photograph
- m) Name of educational institution previously attended
- n) Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- o) Student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

(Continued)

Students

SUBJECT: STUDENT DIRECTORY INFORMATION (Cont'd.)

Public domain directory data elements may not be combined to create a profile of a student and then shared publically. Public domain directory data elements may not be combined with protected data elements and then shared publically.

Parents and eligible students may not, by opting out of disclosure of directory information, prevent a school from requiring a student to wear or present a student identification card or a badge that displays information that may be directory information. A student's social security number, in whole or part, will not be designated as directory information.

20 USC § 1232g
34 CFR Part 99

NOTE: Refer also to Policies #7240 -- Student Records: Access and Challenge
#7242 -- Military Recruiters and Institutions of Higher Education

* Holly has check

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PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name Opalaine A. Spencer Phone _____

Address 6 Reity Circle Pittsford, NY 14534

School: SHS

1. Describe the gift. What is it? List its condition, age, size, and other details as applicable. If not cash or new item, please estimate the fair market value.

Donation of \$5,000 for the Donald
Spencer Scholarship

2. Describe any conditions or restrictions for its use.

For Scholarship only

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

N/A

4. Which of the following conditions does the gift fulfill?

- Is it in support of and a benefit to all district schools or to a particular district school?
- Is it for a purpose for which the district could legally expend its own funds?
- Is it for the purpose of awarding scholarships to students graduating from the district?


Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

In the case of Technology/Computer equipment, the gift needs to be approved by our Coordinator of Technology, Matthew Kwiatkowski. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Barker.

Administrator's Approval: _____ Date _____
(When appropriate)

Principal's Approval:  Date 1/11/2022

Superintendent's Approval:  Date 1/13/22

Board Action: Date: _____