

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION
REORGANIZATIONAL MEETING - 5:00 P.M.
THE MCCLUSKI ROOM - BARKER ROAD MIDDLE SCHOOL
July 13, 2021

AGENDA

- I. MEETING CALLED TO ORDER BY SUPERINTENDENT PERO
- II. PLEDGE OF ALLEGIANCE
- III. OATH OF OFFICE TO DISTRICT CLERK, MRS. DEBORAH CARPENTER
- IV. OATH OF OFFICE TO RE-ELECTED BOARD MEMBER, RENÉ SANCHEZ-KAZACOS
- V. OATH OF OFFICE TO ELECTED BOARD MEMBER, MR. JEFFREY CASEY
- VI. OATH OF OFFICE TO ELECTED BOARD MEMBER, MRS. SARAH PELUSIO
- VII. APPROVAL OF REORGANIZATION MEETING AGENDA **(BOARD ACTION)**
- VIII. ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2021/2022 **(BOARD ACTION)**
 - A. Oath of Office given after nomination and vote
- IX. ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2021/2022 **(BOARD ACTION)**
 - A. Oath of Office given after nomination and vote
- X. OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS, MR. MICHAEL PERO
- XI. APPOINTMENTS: **(BOARD ACTION)**

BE IT RESOLVED, that the below listed appointments be approved for the 2021/2022 school year, retroactive to July 1, 2021, 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	\$11,530
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Holly Evans	-----
INTERNAL CLAIMS AUDITOR	Cynthia Heagerty	\$26.63/hr.
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	TBD	-----
DEPUTY (SUBSTITUTE) PURCHASING AGENT	Karen Houston	-----
SCHOOL PHYSICIAN	Dr. Robert Tuite	-----
CHIEF CENSUS ENUMERATOR	Shana Cutaia	-----
DISTRICT DIGNITY ACT COORDINATOR	Shana Cutaia	-----
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	Shawn Clark	-----
PURCHASING AGENT	Leslie Pawluckie	-----
DESIGNATED EDUCATION OFFICIAL	Shana Cutaia	-----

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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 school year.

XII. DESIGNATIONS

(BOARD ACTION)

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2021/2022 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 2021/2022 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2022 meetings:

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

July 13 – Tuesday Reorganization/Regular Meeting (5:00 p.m.)
August 10 – Tuesday (5:00 p.m.)
September 14 – Tuesday
October 5 – Tuesday
October 19 – Tuesday
November 2 – Tuesday
November 16 – Tuesday
December 14 – Tuesday
January 11 – Tuesday
January 25 – Tuesday
February 8 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
March 1 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
March 15 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
March 29 – Tuesday
April 12 – Tuesday
April 26 – Tuesday - Budget Adoption and Regular Meeting
May 10 – Tuesday – Regular Meeting and Budget Hearing
May 24 – Tuesday
June 7 – Tuesday
June 21 – Tuesday

Summer 2022

July 12 – Tuesday – Reorganization/Regular Meeting @ 5:00 p.m.
July 12/13 (Summer Workshop) Location/Times TBD
August 9 - Tuesday - Regular meeting

Board Retreats – 4:30-6:00 p.m. unless otherwise noted *County calendars are not yet complete and these dates are subject to change.

October 13, 2021
February 16, 2022
April 13, 2022
June 8, 2022

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 29, 2021
December 8, 2021
June 1, 2022

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 2021/2022 school year.

XIII. 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 2021/2022 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 2021/2022 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2021/2022 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
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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 school year.

BE IT RESOLVED, that the District for the 2021/2022 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 2021/2022 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 2021/2022 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	C. Grove	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

XIV. BOARD COMMITTEE APPOINTMENTS

- A. Monroe County School Boards Association Committees
 - 1. Executive
 - 2. Legislative
 - 3. Labor Relations
 - 4. Information Exchange Robin
 - 5. Board Presidents
 - 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
 - a. Community Engagement
 - b. BOE Insight Articles/Communications

Pittsford Schools

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

Fax: 585-267-1069
Shana_Cutaia@pittsford.monroe.edu

Shana Cutaia
Director of Student Services

To: Michael Pero, Superintendent of Schools
From: Shana Cutaia, Director of Student Services
Date: July 9, 2021
Re: Designation of Dignity Act Coordinators for Board Of Education Approval

I am recommending that the following individuals be designated as Dignity Act Coordinators for the 2021-2022 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	Leah Kedley 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

District	Shana Cutaia, 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 2021-2022 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.

Shana Cutaia

Pittsford Schools

2021-22 DIGNITY ACT COORDINATORS

NAME / AREA	TELEPHONE NUMBER
Mike Biondi Principal - ACE	267-1200
Leah Kedley Principal – JRE	267-1300
Richard Albano Assistant Principal - MCE MCE TRE	267-1400
Mark Balsamo Principal - PRE	248-6268
Roger DeBell Principal - TRE	267-1700
Richard Vigdor Assistant Principal - BRMS	267-1800
Michael Falzoi Assistant Principal - CRMS	267-1900
Kelly Zielke Assistant Principal - MHS	267-1600
Sumara Case Assistant Principal - SHS	267-1100

Pittsford Schools

2021-22 HEALTH AND WELLNESS COMMITTEE

NAME / AREA	TELEPHONE NUMBER
Shana Cutaia Director of Student Services	267-1023
Ann Kane Prevention Coordinator - MHS/SHS	267-3677
Richard Albano Elementary Administrator - MCE	267-1404
Maria Hartman School Nurse - ACE	267-1240
Mike Falzoi Secondary Administrator - CRMS	267-1903
Esther Marino Elementary Physical Education - JRE	267-3633
Amy Daniels School Counselor - CRMS	267-3944
Julie Wittig Internship Coordinator – MHS/SHS	267-1116
Deborah Parnell Teacher - PRE	267-1500
Erin McRae Secondary Health Teacher - CRMS	267-1922
Paulette Vangellow Director of Food Service	267-1096
Emily Natoli-Burns Secondary Teacher – SHS (PDTA)	267-3796
Anne Holahan Educational Assistant - TRE	267-1700
Megan Schlageter School Psychologist - MHS	267-3271
Susan Sagan-Levitan PTSA	--
Elizabeth Carpenter HR Coordinator	267-1010
Lindsay Dryden Teacher - ACE	267-1200
Emily Harris Teacher - MCE	267-1400
Connie Maust CSE Assigned - BRMS	267-1800
Maureen O'neill Secondary Teacher - MHS	267-3657
Patricia Steeley Educational Assistant - JRE	267-1300
Kathleen Kirwan Educational Assistant - TRE	267-1700
Nancy Trabold CSE Assigned - BRMS	267-1800

Pittsford Schools

2021-22 SAFETY COUNCIL	
NAME / AREA	TELEPHONE NUMBER
Shana Cutaia Director of Student Services	267-1023
Jeff Beardsley Director of Operations, Maintenance & Security	267-1090
Teresa Lattuca Nurse - TRE	267-1740
Kelly Cline Pittsford Fire Marshall	248-6268
Richard Albano Assistant Principal - MCE	267-1404
Kelly Wasson BOCES #1 Safety Specialist	383-2289
Emily Natoli-Burns PDTA Health and Safety Chair - SHS	267-3796
Carla Grove Director of Transportation	267-1490
Elizabeth Mitchell Teacher - MCE	267-1400
Laura Hefner Assistant Principal - MHS	267-1603
Nancy Wayman Director of Communication	267-1031
Caitlin Ullock Science - MHS	267-3034
Michael Falzoi Assistant Principal - CRMS	267-1903
Joan Reynolds PEOP	267-1092
Laura Penkitis Building Rep - PRE	703-6903
Cathleen Tommasi CSE Assigned - JRE	267-1300
Elizabeth Carpenter HR Coordinator	267-1010
Lisa Riley Secondary Teacher - CRMS	267-3366
Kristen Hans Parent Member	--
Joan Moffett Educational Assistant - MHS	267-1600
Kelly VerSchneider Nurse - MCE	267-1440
Michele Riedl Teacher - MCE	267-1200

RESOLUTION OF THE BOARD OF EDUCATION

BE IT RESOLVED, that the Board of Education of _____ School District, does authorize the purchasing agent for Monroe 2-Orleans BOCES, to enter into any and all Cooperative bidding ventures conducted during the 2021/2022 school year.

CERTIFICATION OF DISTRICT CLERK

I, _____, 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 attach a copy of such resolution.

District Clerk

Date