

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, DECEMBER 13, 2022
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING ON WEBSITE)

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. PRINCIPAL’S REPORT – Mrs. Sarah Jacob – Barker Road Middle School
- V. APPROVAL OF MINUTES: November 29, 2022 **(BOARD ACTION)**
- VI. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership – next meeting – 3/1/23
 - 2. Executive Committee – next meeting – 2/15/23
 - 3. Information Exchange Committee – next meeting – 1/11/23
 - 4. Labor Relations Committee – next meeting – 1/18/23
 - 5. Legislative Committee – next meeting – 1/4/23
 - 6. Steering Committee – next meeting – 1/25/23
 - B. Other Meeting Reports
 - 1. Audit Oversight Committee
 - C. Dates to Remember
 - 1. 12/15/22 – Board Visit/Tour at Allen Creek Elementary School (Tour 7:15 am/Visit 7:30 am)
 - 2. 12/23/22-1/2/23 – Schools Closed for Winter Recess
 - 3. 1/10/23 – Next Regularly Scheduled Meeting
- VII. FINANCIAL REPORT – Mr. Vespi
 - A. Action Items:
 - 1. Single Audit Report **(BOARD ACTION)**
 - 2. Extraclassroom Activity Audit Report and Corrective Action Plan **(BOARD ACTION)**
 - 3. Bid Awards **(See Consent Agenda)**
 - a. BOCES 2 Cooperative Multi Media/AV
 - b. BOCES 2 Cooperative Building Supplies
 - c. Secure Document Destruction Services
 - d. BOCES 2 Cooperative Electricity
 - B. Discussion:
 - 1. Capital Project Report
 - C. Other:
- VIII. HUMAN RESOURCE REPORT – Mr. Clark
 - A. Action Items:
 - 1. Professional Staff Report **(BOARD ACTION)**
 - 2. Support Staff Report **(BOARD ACTION)**
 - B. Discussion:
 - 1. Tenure Recommendation – 1st Reading
 - C. Other:

- IX. 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 Meeting, Reevaluation Reviews, Reevaluation Transfer Student, Requested Reviews.
 - 2. Sub-Committee on Special Education: Amendments – Agreement No Meetings, Reevaluation Reviews, Requested Reviews.
 - 3. Committee on Preschool Special Education: Amendments – Agreement No Meetings, Initial Eligibility Determination Meeting.
 - B. Discussion:
 - C. Other:

- X. SUPERINTENDENT’S REPORT – Mr. Pero
- A. Action Items:
 - 1. Call for Executive Session **(BOARD ACTION)**
 - 2. **Policy Approvals – 2nd Reading (See Consent Agenda)**
 - a. #1340-Code of Ethics: Board Members
 - b. #3211-Use of Assistance Animals
 - B. Discussion:
 - 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
 - E. Policy Approvals - #1340 and #3211

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. 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 fill out an online submission form that can be made out in advance rather than filling out an index card at the meeting. Only those that submit an online form are eligible for public comment. The online submission form will become available five days before the regular Board of Education meeting date. Comments must be submitted no later than noon the day of the Board meeting. The first 10 residents to submit the online submission form will be notified by email and have the opportunity to read their comment at the meeting, or if they choose, it will be read aloud on their behalf. The Board of Education values feedback. Anyone wanting to contact the Board may do so at any time by way of email.

- XV. ADJOURNMENT/RECESS **(BOARD ACTION)**

Next regularly scheduled meeting: **January 10, 2023 – 7:00 p.m.**

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.*

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Tuesday, November 29, 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, November 29, 2022.

BOARD MEMBERS PRESENT: T. Aroesty, R. Scott, D. Berk, J. Casey, E. Kay, S. Pelusio, R. Sanchez-Kazacos.

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, S. Clark, S. Cutaia, M. Vespi, 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. Mr. Aroesty 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 Mrs. Scott, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting with the following addition: BOE recognition continuation.
Vote: Unanimously carried

**APPROVED:
AGENDA**

3. Motion was made by Mrs. Kay, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its November 8, 2022, Regular meeting.
Vote: Unanimously carried

**APPROVED:
MINUTES
11/8/22**

4. Board Reports: Mr. Aroesty noted the MCSBA meeting dates as well as other dates to remember.

5. Motion was made by Mr. Berk, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer's Report for the month ending October 31, 2022.
Vote: Unanimously carried

**ACCEPTED:
TREASURER'S
REPORT**

6. Motion was made by Mrs. Pelusio, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education at its regular meeting does hereby approve Musco Lighting to provide services for the retrofit of existing lights to LED fixtures at the SHS field for Pittsford Central School District for the amount of Two-Hundred Ninety Thousand Seven-Hundred Thirty Dollars (\$290,730.00).
Vote: Unanimously carried

**APPROVED:
SUTHERLAND
FIELD LIGHTING
REPAIR**

7. Motion was made by Mr. Casey, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby declare the above equipment scrap, and does hereby authorize the sale and receipt of proceeds from such.
Vote: Unanimously carried

**APPROVED:
DECLARATION OF
SCRAP EQUIPMENT**

8. Motion was made by Mrs. Scott, seconded by Mrs. Pelusio and carried regarding the following resolution:
Vote: Unanimously carried

**ACCEPTED:
TAX CERTIORARI
AGREEMENT**

47.

BE IT RESOLVED, that the Board of Education of Pittsford Central School District, at its regular meeting, does hereby authorize the approval of the consent judgement for the tax certiorari proceedings for the Widewaters ERA Hotel Property, LLC located at 199 Woodcliff Drive, Fairport, NY.

BE IT FURTHER RESOLVED, that the Board of Education of Pittsford Central School District authorizes the attorney for the District to execute the consent order, and further authorizes the refund of forty-four thousand four hundred thirteen dollars and thirty-three cents, (\$44,413.33) for 2022-2023 taxes paid by the taxpayer.

9. Motion was made by Mr. Casey, seconded by Mr. Berk 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. Salary Adjustment- Administrator

Name: Elizabeth Carpenter
Position: Human Resources Coordinator
Type of Position: Full Time
Tenure Area: N/A
Probationary Period: N/A
Certification: Permanent
Salary: \$106,441
Effective Date: 07/01/2022

B. Appointment – School Related Professional

Name: Caroline Archer
Position: TRE Paraprofessional
Type of Position: Full Time
Salary: \$19,353.00
Effective Date: 11/02/2022

Name: Naomi Klovstad
Position: JRE Paraprofessional
Type of Position: Full Time
Salary: \$20,965.00
Effective Date: 12/19/2022

C. Appointment – Supervisory & Technical – Change in Title

Name: Jami Kogler
Position: Senior Computer Application Specialist
Type of Position: Full Time
Salary: \$80,000.00
Effective Date: 11/04/2022

10. 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, upon the Superintendent's recommendation, approves the following Support Staff Report:
Vote: Unanimously carried

**APPROVED:
SUPPORT
STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Carla Sovare	School Aide	MCE	13.75 wk.	11/21/2022	\$15.00 hr.
Michael Mamo	Payroll Clerk	DO	37.5 wk.	10/31/2022	\$38,993.00

CLERICAL

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Donald Bovee Jr.	School Aide	BRMS	9.5 yrs.	11/15/2022

TRANSPORTATION

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Nathan Amos	Mechanic	MF	40 wk.	11/29/2022	\$55,620.00

TRANSPORTATION

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Joyce Johnson	Bus Attendant	TMF	7 months	12/1/2022

CUSTODIAL/MAINTANANCE

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Jesus Marquez	Cleaner	MHS	1.7 yrs.	11/26/2022
Michael Pipkin	Cleaner	MHS	4.9 yrs.	12/2/2022

FOOD SERVICE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Busra Ozcan	Food Service Worker	MHS	20 wk.	11/07/2022	\$13.90 hr.

11. Curriculum Report: Mrs. Ward presented the Secondary Assessment results.

12. Special Education Report: Ms. Woods noted that committee recommendations are on the Consent Agenda.

13. Motion was made by Mrs. Kay, seconded by Mrs. Sanchez-Kazacos and carried **APPROVED:**
regarding the following resolution: BE IT RESOLVED, that the Board of Education approves **EXECUTIVE**
calling an Executive Session for the purpose of discussing the discipline of a particular person, **SESSION**
where no official business will be conducted. This session will take place immediately after the Regular Meeting.
Vote: Unanimously carried

14. Mr. Pero note a donation of \$10,000.00 from PTSA for a Visiting Author Honorarium at all five (5) of the district's elementary schools.

15. Mr. Pero noted the first readings of the following policies:

- #3211 Use of Assistance Animals
- #1340 Code of Ethics: Board Members

16. Mr. Pero spoke about the development of a possible upcoming capital project with a tentatively scheduled referendum vote date of March 28, 2023. He also provided the Board a draft calendar of proposed dates to reflect the possible timeline. Mr. Pero invited the community to join in a PTSA Pittsford Celebrates Inclusion event on December 7th at Calkins Rd. Middle School. He also highlighted his Student Advisory Committee and the visionary work that he has done with them to align practices for years down the road.

17. Motion was made by Mr. Casey, seconded by Mrs. Sanchez-Kazacos and carried **APPROVED:**
regarding the following resolution: BE IT RESOLVED, that the Board of Education approves **CONSENT**
the following items per the Consent Agenda: **AGENDA**
Vote: Unanimously carried

49.

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

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

Committee on Preschool Special Education: Amendments – Agreement No Meetings, Initial Eligibility Determination Meetings.

Gifts to the District: A donation of \$10,000.00 from PTSA for a Visiting Author Honorarium at all five (5) of the district's elementary schools.

18. 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 recessing its Regular Meeting in order to enter into Executive Session at 7:37 p.m.

Vote: Unanimously carried

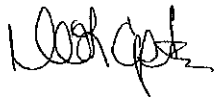
**APPROVED:
RECESS**

19. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Scott and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session and Regular Meeting at 8:16 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
585.267.1053

Fax: 585.381.9368

Michael_Vespi@pittsford.monroe.edu

Michael Vespi
Assistant Superintendent for Business

Date: December 13, 2022
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business
Re: Single Audit Report Approval

At its meeting held December 7, 2022 the Audit Oversight Committee (AOC) reviewed the Single Audit (Federal Compliance) conducted by the external auditor for the year ended June 30, 2022.

The Single Audit received a clean opinion with no findings noted. The AOC recommends the Board of Education accept the audit.

I have provided a copy of the Single Audit and recommend the following resolution for Board of Education action:

Be It Resolved that the Board of Education, on the recommendation of the Audit Oversight Committee, accepts the Single Audit Report for year ended June 30, 2022.

MV:dh

Attachment
Cc: L. Reister

Pittsford Schools

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1053

Fax: 585.381.9368

Michael_Vespi@pittsford.monroe.edu

Michael Vespi
Assistant Superintendent for Business

Date: December 13, 2022
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business
Re: Extra-Classroom Audit Report Approval

As required, and consistent with past practice, the Board of Education is required to accept the Extra-Classroom Activities Audit conducted by the external auditor for the year ended June 30, 2022. Findings were conveyed to the schools and responses are included for the Board's review. The Audit Oversight Committee has reviewed the documents and is recommending acceptance of the Report.

For your convenience, I have provided a resolution below:

Be It Resolved that the Board of Education, at its regular meeting, and on the recommendation of the Audit Oversight Committee, accepts the Extra-Classroom Activity Funds Financial Report for year ended June 30, 2022.

Be It Further Resolved that the Board of Education on the recommendation of the Audit Oversight Committee accepts the Extra-Classroom Audit Corrective Action Plan.

MV:dh

Attachments
Cc: L. Reister

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: December 13, 2022
Topic: BOCES 2 Cooperative Multi-Media AV Equipment RFB-2016-22
Date Advertised: October 13, 2022, *Democrat & Chronicle*
Bid Opening Date: November 3, 2022
Bid Opening Time: 2:00 PM, BOCES 2
Fund: Building/Dept

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
Audio-Visual Equipment		
	Onscreen Solutions	\$ 186,480.00
		<u>\$ 186,480.00</u>

Comments: The BOCES 2 Cooperative Multimedia Audio Visual Equipment Bid contract is valid from 1/1/23-12/31/23. Pittsford and three (3) other Districts participated. The bids were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Leslie Pawluckie, Purchasing Agent. It is recommended for award to the lowest responsive and responsible bidders meeting all required bid specifications. Catalog discounts were also obtained from the vendors as part of this bid. Items purchased from this bid are identified on an ongoing basis by budget managers in the AV departments and schools.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: December 13, 2022
Topic: BOCES 2 Cooperative Electrical, Plumbing, and Building Supplies
RFB-2031-22
Date Advertised: October 13, 2022 *Democrat & Chronicle*
Bid Opening Date: November 3, 2022
Bid Opening Time: 2:00 PM at BOCES 2
Fund: Schools and Departments

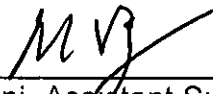
BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendors as low responsive bidders meeting specifications:

ITEM BID	RECOMMENDED VENDOR
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Electrical, Plumbing & Building Supplies

Best Plumbing Specialties, Inc
Cooper Friedman Electric Supply Co.

Comments: The BOCES 2 Cooperative Electrical, Plumbing, and Building Supplies is 1/1/23 - 12/31/23. Pittsford and three (3) Districts participated. The bid was reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and Leslie Pawluckie, Purchasing Agent. The awards are recommended to the responsive bidders who met all specifications for the bid. Items purchased from this bid are identified on an ongoing basis by budget managers in the departments and schools.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK


RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: December 13, 2022
TOPIC: RFB-2023-02 Secure Document Destruction
Advertised Date: November 8, 2022, *The Daily Record*
Date of Bid Opening: November 29, 2022
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: 2022-2023 O&M and Building Contractual Budgets

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
Secure Document Destruction	Cascades Recovery USA, Inc.	\$ 5,000.00
TOTAL:		<u>\$ 5,000.00</u>

Comments: Secure Document Destruction Services contract runs January 1, 2023 through December 31, 2023. Bid responses reviewed by Jeff Beardsley, Director of Operations, Maintenance & Security, and Leslie Pawluckie, Purchasing Agent. Cascades Recovery USA, Inc. was the only bid received.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie)
BOE DATE: December 13, 2022
TOPIC: BOCES 2 Cooperative Electricity Bid RFB-2033-22
Date Advertised: October 13, 2022, *Democrat & Chronicle*
Date of Bid Opening: November 3, 2022
Time of Bid Opening: 2:00 PM at BOCES 2
SOURCE OF FUNDS: 640-1620-418-0622 & 670-5530-420-0530

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
<i>Electricity</i>	Energy Cooperative of America	<u>\$3,639,500.00</u> (Est: 2023 Budget)

Comments: The BOCES 2 Cooperative Electricity Bid contract period is 01/01/23-12/31/23. Two bids were received at time of bid opening and reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, and William A. Baker, KB Marketing Associates. Energy Cooperative of America submitted the bid with the lowest potential cost while meeting all specifications; therefore, Mr. Baker recommends bid award to New Wave Energy Corp. See Mr. Baker's attached recommendation letter for further explanation.



Michael Vespi, Assistant Superintendent for Business

SUBJECT: CODE OF ETHICS: BOARD MEMBERS**Pittsford Central School District – Board of Education Code of Ethical Conduct (2022-2023)**

The Code of Ethical Conduct set forth in this Board of Education policy shall be applied *as a supplement to* the policy is set forth in New York State General Municipal Law, including, but not limited to:

- Conflicts of interest between the Board member and the District generally, as well as any of its individual stakeholders, and
- Prohibition on disclosure of confidential information obtained while discharging official duties and using confidential information to further personal interests.

For purposes of this policy, *ethics* means and includes personal behaviors, in addition to those dictated by law, aligned with honesty, trustworthiness, integrity, credibility, fairness, and respect for the dignity of all.

All Pittsford Central School District Board members shall conduct themselves with the highest ethical standards; specifically, they shall –

- a) Respect their oath of office and consistently observe and comply with all state and federal laws and regulations that pertain to public education.
- b) Value and uphold student success as the fundamental principle for all decisions.
- c) Serve as Steward and Guardian of the District’s core values, mission, and vision.
- d) Strive to ensure the opportunity for a high-quality educational experience for all students.
- e) Represent the *entire* community in an impartial manner.
- f) Avoid even the appearance of an undisclosed conflict of an interest and remain apolitical.
- g) Shall not abuse their position for personal gain.

(Continued)

SUBJECT: CODE OF ETHICS: BOARD MEMBERS (Cont'd.)

- h) Maintain strict confidentiality of privileged information including, but not limited to, all information discussed during Executive Session.
- i) Operate at all times understanding that a Board of Education member is one-seventh of a unit and that individually have no authority over District affairs.
- j) Act with civility, respect, and regard for the opinions, experiences, perspectives, and responsibilities of fellow Board members, District leadership and staff, students, and members of the broader community.

Executive Session

Board members understand and acknowledge that they are obliged to maintain the utmost confidentiality regarding information conveyed to them in their capacity as Board members or discussed during portions of Board meetings that are designated as Executive Session. Executive session topics are limited legally to eight categories as such only these topics may be discussed.

Board members shall neither repeat nor discuss matters shared with them at any time other than during a portion of a meeting which has been designated as an Executive Session.

Board members shall not, under any circumstance, copy, record or reproduce any portion of a School Board meeting which has been designated as an Executive Session.

NOTE: If a Board member has any reason to believe that another Board member, District employee, parent, student, community member, and/or any other person is copying, recording, or otherwise reproducing any portion of a meeting that has been designated as an Executive Session, such Board member shall immediately report such information to the Superintendent and Board President.

(Continued)

SUBJECT: CODE OF ETHICS: BOARD MEMBERS (Cont'd.)

Oath of Office

Board members shall abide by the District's Oath of Office, which requires Board members to uphold the laws of the Constitution of the United States and the State of New York. All local laws and regulations pertaining to education and public agencies as well as policies of the District must also be upheld.

Affirmation – Code of Ethical Conduct

In addition to the annual Oath of Office, all Pittsford Central School District Board of Education members shall annually affirm their acknowledgement and acceptance of this Code of Ethical Conduct by. In so doing, they confirm that they have read and understand the conditions defined herein.

As a best practice, it is recommended that the act of affirmation occur at the Board's reorganization meeting in July or, if a member is not present at the reorganization meeting, at a convenient location within fourteen (14) working days of the date of the reorganization meeting. The Board President and District/Board Clerk shall be responsible for coordinating these tasks.

Penalties

In addition to any civil or criminal penalty contained in any other provision of law, any Board of Education member who shall knowingly and intentionally violate any of the provisions of this policy, including not signing the code of ethics as required herein may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

NOTE: Refer also to Policy 6110 – Code of Ethics For All District Personnel.

(Continued)

SUBJECT: CODE OF ETHICS: BOARD MEMBERS (Cont'd.)

Code of Ethics

ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have read and understand District Policy 1340. I affirm that I will abide by the conditions set forth in District Policy 1340 and understand that my failure to do so is grounds for removal from my position as School Board member.

Signature

Date

Print Name

Sworn to before me this

____ day of July, 20____.

Community Relations

SUBJECT: USE OF ASSISTANCE ANIMALS

The District recognizes the importance of service animals and affirms its commitment to allowing the use of these animals by individuals with disabilities on school grounds to facilitate their full participation in and equal access to District services, programs, and activities. Service animals are distinguished from emotional support, therapy, comfort, or companion animals. The District will comply with all applicable federal and state laws and regulations related to service animals.

Additionally, the District permits the use of therapy dogs on school grounds subject to the conditions of this policy. The use of therapy dogs can have many benefits including reduced anxiety and increased mental stimulation, as well as decreased depression, feelings of isolation, and boredom.

Service Animals

For the purpose of this policy, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, will not be considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Superintendent of Schools/designee will create regulations regarding the use of service animals on school grounds by individuals with disabilities. Procedures for permissible inquiries, responsibilities of handlers, inquiries of service procedures and the District's right to exclusion will be outlined in such regulations.

28 CFR Sections 35.104, 35.136, 35.139

Therapy Dogs

For purposes of this policy, a therapy dog is defined as a dog that has been trained, evaluated, and certified to work with a handler to provide affection and comfort to individuals in a variety of settings including schools. A handler is defined as an individual that has been trained, evaluated, and certified to work with a particular therapy dog. Therapy dogs are not covered by the same laws that protect service animals.

(Continued)

Community Relations

SUBJECT: USE OF ASSISTANCE ANIMALS (Cont'd.)

Although there is no formal identification or certification for therapy dogs, the District requires that any therapy dog and accompanying handler permitted on school grounds to be certified by an American Kennel Club (AKC) recognized therapy dog organization such as Therapy Dogs International. Further, the therapy dog must not pose a health and safety risk to any individual on school grounds. In order to use a therapy dog in the District, a written request must be submitted to the Superintendent or designee. The request must include the following:

- a) General information about the proposed use of the therapy dog including when and where;
- b) Personal information about the therapy dog and handler including name, address, and phone;
- c) Copies of the therapy dog's:
 1. Current licensure from the local licensing authority;
 2. Vaccination and immunization records from a licensed veterinarian;
- d) Copy of a certification from an AKC recognized therapy dog organization;
- e) Copy of an insurance policy that provides liability coverage for the work of the therapy dog and handler while on school grounds and names the District as an additional insured.
- f) Certification from the handler that, while on school grounds, the therapy dog, will:
 1. Be clean, well-groomed, and free of parasites, illness, or injury;
 2. Remain under the handler's control through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog's service;
 3. Be supervised and accompanied by the handler;
 4. Wear a therapy dog ID and/or a bandana;
 5. Not disrupt the educational process by excessive barking or any other behavior;
 6. Only go to locations that have been authorized by District administrators;
 7. Be fed, exercised, and cleaned-up after by the handler.

(Continued)

SUBJECT: USE OF ASSISTANCE ANIMALS (Cont'd.)

Additionally, handlers who are not employed by the District must comply with all requirements for volunteers in the District. Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations.

A new request must be submitted for each proposed use of a therapy dog. There must be one request for each dog. In no case will a request for the use of a therapy dog be valid for more than one school year. The number of therapy dogs shall not exceed two (2) at an elementary school building or three (3) at a secondary school building at any one time, during regular school hours.

The District reserves the right to deny a request for the use of a therapy dog for any reason. Once a request has been granted, the District reserves the right to exclude a therapy dog from school grounds for any reason including, but not limited to, the therapy dog:

- a) Presenting a direct and immediate threat to others;
- b) Not being under the handler's control;
- c) Interfering with the educational process;
- d) Going into a location in the District that has not been authorized by District administrators.

If any individual suffers an allergic reaction while in the presence of a therapy dog, the District will require the handler to move the therapy dog to a different location designated by a District administrator.

The handler of a therapy dog is solely responsible and liable for any damage to school property or any injury caused by the therapy dog. Further, the District bears no financial responsibility for the required training, care, or feeding for the therapy dog.

The Superintendent or designee will ensure that parents are notified prior to any therapy dog being permitted on school grounds.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.
28 CFR §§ 35.104; and 35.136
Civil Rights Law §§ 47, 47-a, and 47-b
Executive Law § 296

NOTE: Refer also to Policy #3150 -- School Volunteers

Adoption Date: 2/12/18, 11/29/22 **(First Reading)**