

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 9, 2022 – 5:00 P.M.
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING ON WEBSITE)

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AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. APPROVAL OF MINUTES: **July 12, 2022-Reorganizational and Regular Meeting** (BOARD ACTION)
- V. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership – next meeting – 9/7/22 (5:45 pm)
 - 2. Executive Committee – next meeting – 10/5/22
 - 3. Information Exchange Committee – next meeting – 9/14/22
 - 4. Labor Relations Committee – next meeting – 9/21/22
 - 5. Legislative Committee – next meeting – 9/7/22 (12:00 pm)
 - 6. Steering Committee – next meeting – 8/10/22
 - B. Other Meeting Reports
 - C. Dates to Remember
 - 1. 9/7/22 – Schools Open
 - 2. 9/13/22 – Next Regularly Scheduled Meeting
- VI. FINANCIAL REPORT – Mr. Kenney
 - A. Action Items:
 - 1. Tax Collection Process Resolution (BOARD ACTION)
 - 2. Year-End Transfer to Reserve Funds (BOARD ACTION)
 - 3. Student Transportation Contracts and Budget Transfer (BOARD ACTION)
 - 4. Bid Awards (**See Consent Agenda**)
 - a. Disposal of School District Outdated Textbooks/Library Books
 - b. Transportation Services
 - B. Discussion:
 - 1. Professional Services Contract Report
 - C. Other:
- VII. HUMAN RESOURCE REPORT – Mr. Clark
 - A. Action Items:
 - 1. Professional Staff Report (BOARD ACTION)
 - 2. Support Staff Report (BOARD ACTION)
 - B. Discussion:
 - C. Other:
- VIII. STUDENT SERVICES REPORT – Mrs. Cutaia
 - A. Action Items: (**See Consent Agenda**)
 - 1. 2022-2023 Emergency Preparedness Guide
 - B. Discussion:
 - 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 Meetings, Reevaluation/Annual Review, Requested Reviews.
 2. Sub-Committee on Special Education: Amendments – Agreement No Meetings, Requested Review.
 3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Review, Amendments – Agreement No Meetings.
- X. SUPERINTENDENT’S REPORT – Mr. Pero
- A. Action Items:
1. Call for Executive Session **(BOARD ACTION)**
- B. Discussion:
- C. Other:
- XI. CONSENT AGENDA **(BOARD ACTION)**
- A. Bid Awards
 - B. 2022-2023 Emergency Preparedness Guide (EPG)
 - C. Committee on Special Education
 - D. Sub-Committee on Special Education
 - E. Committee on Preschool Special Education
- XII. OLD BUSINESS
- XIII. NEW BUSINESS
- XIV. PUBLIC COMMENT
- The Pittsford Board of Education values transparency and the public comments made during its meetings. As such, the Pittsford Board of Education actively provides for 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. These comments are then 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**. The Board President reserves the right to limit the total amount of speaking time. In an effort to avoid repetitiveness, if speakers are attending with other residents with similar input, we ask that the group designate one person to address the Board as a group. For speakers who do not follow meeting and decorum protocols, the speaker’s privilege to use the floor will no longer be recognized by the Board of Education. Those planning to address the Board during the Public Comment agenda item must share the nature of their topic, name and address with the Board Clerk **before** speaking. Notecards are available for this purpose at the sign-in table near the entrance of the meeting room.*
- XV. ADJOURNMENT/RECESS **(BOARD ACTION)**

Next regularly scheduled meeting: **September 13, 2022 – 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.*

For school district information, visit our website at pittsfordschools.org

For Board
Approval

1.

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Tuesday, July 12, 2022
Barker Road Middle School
(Link to Public Viewing on Website)

The REORGANIZATION AND REGULAR MEETINGS of the Pittsford Central School District Board of Education were held at 5:00 p.m. in the McCluski Room, Barker Road Middle School on Tuesday, July 12, 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, D. Kenney, M. Ward.

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. Pero called the Reorganization Meeting to order at 5:00 p.m. and asked everyone to stand for the Pledge of Allegiance.
2. Mr. Pero asked everyone to take a moment of silence for Mendon High School student Molly Hendershot who recently passed unexpectedly. Mr. Pero also shared that TIG (Trauma, Illness & Grief) Teams are available for anyone who may need or want support.
3. Mr. Pero administered the Oath of Office to District Clerk, Mrs. Deborah Carpenter.
4. Mrs. Carpenter administered the Oaths of Office to newly elected Board members Mrs. Emily Kay and Mr. Dave Berk.
5. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for the Reorganization Meeting. **APPROVED: AGENDA**
Vote: Unanimously carried
6. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Casey and carried Nominating Mr. Ted Aroesty to the office of President of the Pittsford Central School District Board of Education for the 2022/2023 school year. **APPROVED: T. AROESTY PRESIDENT**
Vote: Unanimously carried
7. Mrs. Carpenter administered the Oath of Office to President Aroesty.
8. Motion was made by Mrs. Pelusio, seconded by Mrs. Sanchez-Kazacos and carried nominating Mrs. Robin Scott to the office of Vice-President of the Pittsford Central School District Board of Education for the 2022/2023 school year. **APPROVED: R. SCOTT VICE-PRESIDENT**
Vote: Unanimously carried
9. Mrs. Carpenter administered the Oath of Office to Vice-President Scott.
10. Mrs. Carpenter administered the Oath of Office to Superintendent Pero.
11. Motion was made by Mrs. Pelusio, seconded by Mrs. Sanchez-Kazacos regarding the following resolutions: **APPROVED: APPOINTMENTS**
Vote: Unanimously carried

2.

BE IT RESOLVED, that the below listed appointments be approved for the 2022/2023 school year, retroactive to July 1, 2022, 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 the Internal Claims Auditor their Oath of Office in the course of their duties.

DISTRICT CLERK	Deborah Carpenter	\$11,910
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Holly Evans	-----
INTERNAL CLAIMS AUDITOR	TBD	-----
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	Cynthia Heagerty	\$26.63/hr.
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 2022/2023 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 2022/2023 school year as per the previous year's engagement agreement and in accordance with Education Law Chapter 263.

BE IT RESOLVED that Freed Maxick be appointed to conduct the District's internal audit for the 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 appoint 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 2022/2023 school year.

12. Motion was made by Mrs. Scott, seconded by Mr. Casey and carried regarding the following designations:

**APPROVED:
DESIGNATIONS**

Vote: Unanimously carried

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2022/2023 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	\$ 50,000,000

BE IT RESOLVED that the Board of Education designate the following dates as Regular Meetings for the 2022/2023 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2023 meetings:

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

July 12 - Tuesday Reorganization/Regular Meeting (5:00 p.m.)
 August 9 - Tuesday (5:00 p.m.)
 September 13 - Tuesday
 October 18 - Tuesday
 November 8 - Tuesday
 November 29 - Tuesday
 December 13 - Tuesday
 January 10 - Tuesday
 February 7 - Tuesday - 6:00 Work Session/7:00 Regular Meeting
 February 28 - Tuesday - 6:00 Work Session/7:00 Regular Meeting
 March 14 - Tuesday - 6:00 Work Session/7:00 Regular Meeting
 April 18 - Tuesday - Budget Adoption and Regular Meeting
 May 9 - Tuesday - Regular Meeting and Budget Hearing
 May 16 - Tuesday - Annual Mtg. - Budget Vote/BOE Election (7 am - 9 pm)
 June 13 - Tuesday

Summer 2023

July 11 - Tuesday - Reorganization/Regular Meeting (5:00 p.m.)
 July 11/12 (Summer Leadership Workshop) Location/Times TBD
 August 8 - Tuesday - Regular meeting (5:00 p.m.)

4.

Board Retreats - 4:30-6:00 p.m. unless otherwise noted. *Dates are subject to change.

- October 12, 2022
- February 15, 2023
- April 12, 2023
- June 7, 2023

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

- October 5, 2022
- December 7, 2022
- May 31, 2023

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 2022/2023 school year.

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

**APPROVED:
AUTHORIZATIONS**

BE IT RESOLVED that the Assistant Superintendent for Business, and in his absence, the Superintendent, be authorized to certify payrolls for the 2022/2023 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 2022/2023 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 school year.

BE IT RESOLVED, that the District for the 2022/2023 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 2022/2023 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 2022/2023 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

6.

Director of Operations, Maintenance & Security	PCSD Maintenance Department J. Beardsley (card authorized users: J. Ross, F. Reina, T. Gill, W. Smith, B. Buell, D. Fursman)	1,000	3,000
Grounds Foreman	M. Miceli	1,000	3,000
Director of Technology	M. Kwiatkowski	500	1,000

14. The following committee participation was determined by the Board of Education members for the 2022/2023 school year.

BOARD COMMITTEE APPOINTMENTS

A. Monroe County School Boards Association Committees

1. Executive
Mike Pero, Superintendent
Ted Aroesty, BOE President
2. Legislative
Sarah Pelusio, Co-chair
Emily Kay (Alt)
3. Labor Relations
Emily Kay
Dave Berk (Alt)
4. Information Exchange
Dave Berk
Emily Kay (Alt)
5. Board Leadership
Ted Aroesty, BOE President
Robin Scott, BOE VP (Alt)
6. Steering Committee
Sarah Pelusio, Co-chair

B. District or Board Committees

1. Legislative Liaison
Sarah Pelusio
2. Teacher Center Policy Board
Emily Kay
3. Town/Village/School District Leadership
President, Vice-President, Superintendent
4. Audit Oversight Committee
*René Sanchez-Kazacos, Robin Scott, Jeff Casey
5. District Advocacy Committee
Superintendent, President, Legislative Liaison
6. BOE Self Evaluation – Chairs listed below. Ted Aroesty will serve as an ex-officio member of the self-evaluation subcommittee work.
 - a. Community Engagement – *René Sanchez-Kazacos, Robin Scott, Emily Kay
 - b. BOE Insight Articles/Communication – * Jeff Casey, Sarah Pelusio, Dave Berk

**denotes subcommittee Chair*

REGULAR MEETING

July 12, 2022

1. Mr. Aroesty called the Regular Meeting to order at 5:18 p.m.

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 evening's meeting.

Vote: Unanimously carried

**APPROVED:
AGENDA**

3. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 22, 2022, meeting.

Vote: Carried by all except Mrs. Kay and Mr. Berk who abstained as they were not in attendance at the meeting.

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

4. Board/Other Reports: Mr. Aroesty noted dates to remember.

5. All Board members participated in reading the commitment of service documents (Board Governing Mission and Communications Agreement). Both documents were signed by all Board members.

6. Motion was made by Mrs. Pelusio, seconded by Mrs. Scott and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby adopt the 2022/2023 Board Governing Mission and Communications Agreement as presented.

Vote: Unanimously carried

**ADOPTED:
GOVERNING MISSION/
COMMUNICATIONS
AGREEMENT**

7. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Berk and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby approve the transportation contract with the Monroe #1 BOCES estimated to be Twenty-Two Thousand, Three Hundred Fifty-Nine Dollars and Three Cents (\$22,359.03) to transport and provide attendant/aide services to Pittsford Central School District students with special needs for the Extended 2022 School Year.

**APPROVED:
BOCES #1
TRANSPORTATION
CONTRACT - ESY 2022**

8. 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, upon the Superintendent's recommendation, approves the following Professional Staff Report:

Vote: Unanimously carried

**APPROVED:
PROFESSIONAL
STAFF REPORT**

A. Appointment - Administrator

Name: Michael Vespi
Position: Assistant Superintendent for Business
Type of Position: Probationary
Tenure Area: Assistant Superintendent for Business
Probationary Period: 09/12/2022 - 09/11/2025
Certification: Permanent
Salary: \$180,000.00
Effective Date: 09/12/2022

B. Appointment - Certificated Staff

Name: Lynn Grossman

8.

Position: BRMS .5/CRMS .3 Music
Type of Position: Part-Time
Tenure Area: Music
Probationary Period: NA
Certification: Professional
Salary: \$49,546.00
Effective Date: 08/31/2022

Name: Sallie Gulliland
Position: BRMS .5/CRMS .5 Health
Type of Position: Probationary
Tenure Area: Health
Probationary Period: 08/31/2022 – 08/30/2026
Certification: Professional
Salary: \$65,112.00
Effective Date: 08/31/2022

Name: Lisa Allgauer
Position: CRMS .6/JRE .4 Music
Type of Position: Probationary
Tenure Area: Music
Probationary Period: 08/31/2022 – 08/30/2026
Certification: Initial
Salary: \$49,551.00
Effective Date: 08/31/2022

Name: Katherine Sinnott
Position: TRE Reading
Type of Position: Regular Substitute
Tenure Area: Reading
Probationary Period: N/A
Certification: Initial
Salary: \$53,190.00
Effective Date: 08/31/2022

C. Appointment - Certificated Staff – Part Time to Probationary

Name: Tracey Lehman
Position: BRMS Special Education 12:1:1
Type of Position: Probationary
Tenure Area: Special Education
Probationary Period: 08/31/2022 - 08/30/2026
Certification: Initial
Salary: \$62,630.79
Effective Date: 08/31/2022

Name: Emily Bylund
Position: BRMS.5/CRMS .5 Instructional Challenge
Type of Position: Probationary
Tenure Area: Library Media Specialist
Probationary Period: 08/31/2022 – 08/30/2026
Certification: Initial

Salary: \$52,594.00
Effective Date: 08/31/2022

Name: Mary McKenna
Position: MCE .2 School Counselor/.8 Elementary Mental Health Specialist
Type of Position: Probationary
Tenure Area: Counseling & Guidance
Probationary Period: 08/31/2022 - 08/30/2026
Certification: Permanent
Salary: \$72,085.00
Effective Date: 08/31/2022

D. Appointment - Certificated Staff - Full Time to Part Time

Name: Samantha Gulisano
Position: PRE .5 Reading
Type of Position: Part Time
Tenure Area: Reading
Probationary Period: N/A
Certification: Professional
Salary: \$33,853.00
Effective Date: 08/31/2022

Name: Elizabeth Day
Position: PRE .5 Reading
Type of Position: Part Time
Tenure Area: Reading
Probationary Period: N/A
Certification: Professional
Salary: \$33,495.00
Effective Date: 08/31/2022

E. Appointment - School Related Professional

Name: Tabitha Siebert-Hochreiter
Position: JRE School Nurse
Type of Position: Full Time
Salary: \$43,377.00
Effective Date: 08/31/2022

Name: Erica Kessler
Position: BRMS CSE Assigned Paraprofessional
Type of Position: Full Time
Salary: \$20,528.00
Effective Date: 08/31/2022

Name: Fareeha Zafar
Position: BRMS CSE Assigned Paraprofessional
Type of Position: Full Time
Salary: \$20,528.00
Effective Date: 08/31/2022

10.

9. Motion was made by Mrs. Pelusio, seconded by Mr. Casey 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>
Sandra Dyer Wigg	Clerical Sub/Trainer	BRMS	Per Diem	06/29/2022	\$22.09 hr.

CLERICAL

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Philip Cardinal	School Aide	CRMS	2 yrs.	06/24/2022

TRANSPORTATION

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Dustin Dexter	Summer Bus Attendant	TMF	20 wk.	06/27/2022	\$15.98 hr.

CUSTODIAL/MAINTANANCE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Sean Caruso	Summer Helper	TMF	40 wk.	06/27/2022	\$13.20 hr.
Taelor Kirkebye	Summer Helper	DO	40 wk.	06/29/2022	\$14.00 hr.

CUSTODIAL/MAINTANANCE

<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Thomas Limbeck	Maintenance Grounds	TMF	12.4 yrs.	10/05/2022

FOOD SERVICE

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Margaret Capuano	FSW	CRMS	1.5 yrs.	06/24/2022

10. 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, upon the Superintendent’s recommendation, approves the following Per Diem Substitutes and Specialists Salaries as follows:
Vote: Unanimously carried

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

	<u>2021 - 2022</u>	<u>2022 - 23</u>
Tutors -		
In-hospital students	23.00/hr.*	23.00/hr.*
Life Guards (school year)	13.20/hr.	16.50/hr.
Accompanist	17.50/hr.	17.50/hr.
Substitute Teachers—Minimum 2 yrs. of college	N/A	110.00/day
Substitute Teachers—Certified Teacher	103.00/day	130.00/day
Substitute Teachers—Certified Teacher --after 15 days consecutive for same teacher	128.00/day	140.00/day
Substitute Teachers—Retired PCSD	N/A	145.00/day
Substitute Paraprofessionals	14.00/hr.	15.00/hr.
Kindergarten Screeners (district and non-district)	27.00/hr.	27.00/hr.
Administrative Substitute	250.00/day	250.00/day
Single Presenter	60.00/hr.	60.00/hr.
Co-Presenter	40.00/hr.	40.00/hr.

Collegial Circle Facilitator (Professional Staff)+	10.00/hr.	10.00/hr.
H.S. Concert Coverage (Lights/Sound)	31.09/hr.	31.09/hr.
Administrator Mentor	3,800/yr.	3,800/yr.
Bus Driver Trainees	13.20/hr.	13.20/hr.
District Physician	33,094/yr.	36,403/yr.

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

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

11. Special Education Report: Mr. Pero noted that all committee recommendations are on the Consent Agenda.

12. Mr. Pero noted the second reading of policy #5672 – Information Security Breach and Notification.

13. Superintendent’s Report: Mr. Pero spoke on the focus of this year’s summer workshop (violence prevention) and read the bio of co-facilitator, Mark Concordia, the Director of Training and Threat Assessment Investigations Program from AT-RISK International.

14. Motion was made by Mr. Casey, seconded by Mrs. Scott 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:

22-23 Fresh Pizza	Fat Dough, Inc. – DBA Dominos	\$9.95 per pizza
Musical Instruments	Various Vendors	\$19,490.22
Industrial Arts Supplies	Various Vendors	\$3,658.37

Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation CPSE to CSE Transitions, Reevaluation/Annual Reviews, Requested Reviews, Requested Reviews CPSE to CSE Transitions, Initial Eligibility Determination Meetings.

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

Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Reviews, Requested Review.

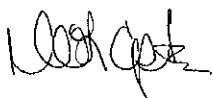
Policy Approval: #5672 – Information Security Breach and Notification

15. 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 approves the adjournment of its Reorganization and Regular Meetings at 5:35 p.m.

**APPROVED:
ADJOURNMENT**

Vote: Unanimously carried

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

Pittsford Schools

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585.267.1053

Fax: 585.381.9368

Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: August 9, 2022
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*
Re: Tax Collection Process Resolution

In order for the District to collect the taxes that support 76% of the 2022-2023 budget, the Board of Education must take the following three actions no later than August 10, 2022:

1. Confirm the Tax Rolls;
2. Authorize the Tax Levy;
3. Issue a Tax Warrant commanding Town Tax Collector(s) to collect taxes in a prorated sum of funds for that town. The total of all towns less the STAR exemptions shall equal the total Tax Levy. At the Board meeting, each Board member will need to sign the Warrant Certification for each town.

As per the law, the voters approve the total budget (spending plan) and the Board of Education is charged with establishing the Tax Levy. This is to allow the Board the ability to adjust for any reconciling items that may occur between the April estimates and known information in August such as State Aid, Assessments, Payments in Lieu of Taxes, and insures a balanced budget (Revenue equals Appropriations).

This year the Taxable Assessment for the Town of Brighton decreased for the second year in a row. Penfield completed a reassessment process to be 100% of Full Value (equalization rate). The other five towns experienced significant reduction in their equalization rates which can affect each Town's portion of the Tax Levy (slice of the pie) with a smaller number to divide it by (Taxable Assessed). Therefore, an increase in calculated Tax Rate may not yield a commensurate increase in actual Tax Bill. New this year is the introduction of the Volunteer Fire & Ambulance Exemption. However, the impact is projected to be nominal at less than \$0.02 on the Tax Rate or less than \$5 on an average \$300,000 assessed home.

For information purposes, I have provided below a Tax Warrant table demonstrating the amount of Tax Levy to be collected by town and resultant Tax Rate. One item of note this year, the Composite Full Value Tax Rate decreased by \$2.19 or 8.85% compared to the Composite Taxable Value Tax Rate, an increase of \$0.48 or 1.78%. The vast difference

Michael Pero, Superintendent of Schools, Pittsford Central School District

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demonstrates the impacts of the wild assessment and equalization rate volatility over the last two years and the effects of several towns being significantly under the Full Value Assessment (equalization rates).

Tax Levy At Vote	\$ 111,869,614.00
Omitted Taxes	\$ (32,611.60) Assessor provided corrections from prior year
Adj Levy to Collect	\$ 111,837,002.40

TOWN	TAXABLE ASSESSED VALUE	NYS EQ RATE	FULL VALUE ASSESSED (with exemptions)	% LEVY ALLOCATION BY TOWN	\$ TAX LEVY TO BE COLLECTED	ADJUSTED LEVY TO BE COLLECTED	TAX RATE Per \$1,000 of Taxable Assessed Value			
							2022-23 TAX RATE Current Year	2021-22 TAX RATE Prior Year	\$ CHG	% CHG
Pittsford	3,133,872,309	0.8200	3,823,860,389	77.20%	86,304,532.51	86,286,698.28	\$ 27.533572	\$ 27.204772	\$ 0.33	1.21%
Perinton	625,005,948	0.8000	781,561,472	15.78%	17,639,843.15	17,628,983.78	\$ 28.206106	\$ 26.619749	\$ 1.59	5.96%
Mendon	62,795,548	0.7800	80,543,000	1.63%	1,817,855.58	1,817,855.58	\$ 28.948797	\$ 26.619621	\$ 2.33	8.75%
Brighton	163,685,906	0.8900	184,025,591	3.72%	4,153,457.76	4,152,640.76	\$ 25.369568	\$ 26.059208	\$ (0.69)	-2.65%
Penfield	21,636,278	1.0000	21,636,278	0.44%	488,330.81	488,330.81	\$ 22.570001	\$ 29.124997	\$ (6.55)	-22.51%
Victor adj for sales tax	54,754,802	0.8900	61,522,249	1.24%	1,465,594.18	1,462,493.18	\$ 26.709862	\$ 26.312490	\$ 0.40	1.51%
Total District	4,061,750,791		4,953,148,979	100.00%	111,869,614.00	111,837,002.40	\$ 27.534186	\$ 27.053157	\$ 0.48	1.78%

Because Victor is outside of Ontario County, does not allocate sales tax, a sales tax apportionment formula adds to Victor's Levy Allocation Exemptions - Clergy & Volunteer Fire/Ambulance (new) exemptions that reduced taxable assessed but are added back for apportionment

Based on our analysis of the information at hand, and to be in compliance with the law and aforementioned requirements, I recommend the following resolution to be presented to wit:

2022-2023 Tax Levy Resolution

BE IT RESOLVED that the valuation of the property comprising Pittsford Central School District, State of New York, Counties of Monroe and Ontario, as shown on the District Assessment rolls, and certified by the respective assessors of the towns in the district be approved; THAT a sum not to exceed \$111,869,614 be levied in the form of a tax on the property set forth on the aforementioned assessment rolls; that the Board of Education has retained up to \$1,341,957 in unexpended surplus funds and, in compliance with the law, such unexpended surplus funds have been applied in determining the amount of the school tax levy; and that the warrant therefore and the rolls thereof, be executed by a majority of the members of the Board of Education; and that the receiver of taxes be authorized to collect taxes on said warrant for a period of 30 days, beginning September 1, 2022, without penalty, and for a period of 31 days thereafter with a two percent (2%) penalty, as provided by the statute.

DTK:dh
C: L. Reister

Pittsford Schools

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Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: August 4, 2022

To: Michael Pero, Superintendent of Schools

From: Darrin T. Kenney, Assistant Superintendent for Business

DTK

Re: Year-End Transfer to Reserve Funds

At the last board meeting in June, the Board of Education approved the transfer of available fund balance into the existing reserves. That resolution was required by the State to be done prior to June 30 and was based on year-end estimates. However, at this date, the books are "closed" and the District's independent audit fieldwork has been completed. Therefore, consistent with the June resolution, we are recommending the transfers accordingly so we may remain within the 4% Unappropriated Fund Balance law, as well as fund reserves in a manner to promote fiscal stability and budget relief into the future.

The Director of Finance and I have met regularly throughout the year to review Fund Balance management and financial forecasting. In consultation with the District's external auditor and the Audit Oversight Committee (AOC), we feel this combination of reserve funding provides the best future stability with our current resources. Upon the conclusion of the audit, Mengel Metzger Barr & Co. LLP, will provide an analysis of the year-end financial condition of the District.

The following resolutions are consistent with the estimates previously provided to the Board of Education in June.

I therefore request the following resolutions be brought before the Board of Education for approval at the August 9, 2022 regular meeting:

Capital Reserve for Bus Purchase Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of One Million Dollars (\$1,000,000) of unappropriated fund balance from the General Fund as of June 30, 2022 to the "Capital Reserve Fund - Purchase of Buses" pursuant to its authority under a proposition approved by the voters on May 19, 2015.

Michael Pero, Superintendent of Schools, Pittsford Central School District

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Capital Reserve for Facilities Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Two Million Six Hundred Twenty-Three Thousand Three Hundred Forty-Seven Dollars (\$2,623,347) of unappropriated fund balance from the General Fund as of June 30, 2022 to the General Capital Reserve Fund pursuant to its authority under a proposition approved by the voters on May 18, 2021.

Capital Reserve for Instructional Technology Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Five Hundred Thousand Dollars (\$500,000) of unappropriated fund balance from the General Fund as of June 30, 2022 to the General Capital Instructional Technology Reserve Fund pursuant to its authority under a proposition approved by the voters on May 24, 2014.

Retirement Contribution Reserve Resolution (ERS)

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer Three Hundred Thousand Dollars (\$300,000) of unappropriated fund balance from the General Fund as of June 30, 2022 to the Retirement Contribution Reserve (ERS) Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on October 14, 2008.

Teachers' Retirement System Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Nine Hundred Sixty-Five Thousand Six Hundred Fifty-Six Dollars (\$965,656) of unappropriated fund balance from the General Fund as of June 30, 2022 to the Teachers' Retirement Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on June 10, 2019

Employee Benefits Accrued Liability Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer of Five Hundred Thousand Dollars (\$500,000) of unappropriated fund balance from the General Fund as of June 30, 2022 to the Employee Benefits Accrued Liability Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on October 14, 2008.

Workers' Compensation Reserve Resolution

BE IT RESOLVED that the Board of Education of the Pittsford Central School District hereby authorizes the transfer of One Hundred Thousand Dollars (\$100,000) of unappropriated fund balance from the General Fund as of June 30, 2022 to the Workers' Compensation Reserve Fund pursuant to its authority unanimously approved by the Board of Education in on June 23, 2014.

Cc: L. Reister

Attachment

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Darrin Kenney
Assistant Superintendent for Business

To: Michael Pero
Superintendent

From: Darrin T. Kenney *DTK*
Assistant Superintendent for Business

Date: August 4, 2022

Re: Student Transportation Contracts

Due to the significant driver shortage, the Director and the Transportation Department are trying to employ efficiencies of the current District driving staff. Therefore, we are recommending contracting approximately ten private and/or students with special needs routes that serve 28 students. This week we opened sealed bids for the 2022-23 school year. After careful analysis, Transpo Bus Services, LLC was the successful bidder at a total estimated cost of \$572,481. We are recommending awarding the bid to Transpo, LLC and also recommending the following budget transfers from the vacant driver positions (salary & benefit codes) to the Transportation Contractual code.

To secure NYS Transportation Aid on this contract, your signature and the Board of Education President's will be required on the included Form TC for NYSED approval.

I therefore recommend the following resolutions:

BE IT RESOLVED that the Pittsford Board of Education of the Pittsford Central School District at its regular meeting does hereby approve the August 3, 2022 bid award of contract to Transpo Bus Services, LLC, in the amount of \$572,481 commencing September 7, 2022 through June 23, 2023.

BE IT FURTHER RESOLVED that the Board of Education of the Pittsford Central School District approves the transfer of fiscal year 2022-2023 budget funds and instructs the District Treasurer to perform said transfer as follows:

To: 670-5540-400-0540	Contract Transportation	\$441,708
From: 670-5510-165-0510	Bus Driver Salaries	(\$321,708)
From: 830-9060-800-0809	Health Insurance	(\$120,000)

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR SALE AND DISPOSAL OF SCHOOL DISTRICT TEXTBOOKS/LIBRARY BOOKS

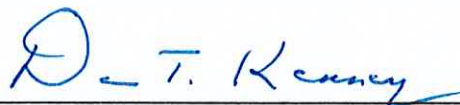
TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)

BOE DATE: August 9, 2022

TOPIC: August 2022 Disposal of School District Outdated Textbooks/Library
Books

A list of surplus textbooks and surplus library books was submitted by the schools to the Purchasing Department to request quotes for sale. Melanie Ward, Assistant Superintendent for Instruction, reviewed the list and approved the textbook/library books for sale or disposal. Quote requests were emailed July 25, 2022, to the following vendors: Follett School Solutions, Northeast Book Co., K12 Books, K-12 Book Buyer, and K12 Savings . There were no bids received.

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District approve the disposal of the outdated surplus textbooks/library books.



Darrin Kenney, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE DATE: 8/9/2022
TOPIC: RFB 2023-01 Transportation Services
LEGAL AD: July 28, 2022, *The Daily Record*
BID OPENING: August 3, 2022, 11:00 A.M.
BUDGET: Transportation Budget A-670-5540-400-0540

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 all district specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Transportation Services	Transpo Bus Services LLC, dba TBS	\$620,984.00
TOTAL:		<u>\$620,984.00</u>
		(Total Annual Estimated Cost)

Other Bids Received

Ontario Bus - \$902,720.00
First Student - No Bid

Comments: RFB 2023-01 Transportation bid contract is valid from Board of Education award through last day of school in June 2023. Two bids were received and reviewed by Leeanne Reister, Director of Finance; Carla Grove, Director of Transportation; Elizabeth Woods, Director of Special Education; and Leslie Pawluckie, Purchasing Agent. Bid is recommended for award to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



Darrin Kenney, Assistant Superintendent for Business