

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, JULY 12, 2022 – 5:00 P.M.
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING ON WEBSITE)

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AGENDA

REGULAR MEETING

(Immediately following Reorganization Meeting)

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA (BOARD ACTION)
- III. APPROVAL OF MINUTES: June 22, 2022 (BOARD ACTION)
- IV. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board Leadership
    - 2. Executive Committee
    - 3. Information Exchange Committee
    - 4. Labor Relations Committee
    - 5. Legislative Committee
    - 6. Steering Committee
  - B. Other Meeting Reports
  - C. Dates to Remember
    - 1. 7/12/22 – Summer Workshop – 8:00 am-3:30 pm
    - 2. 7/12/22 – Regularly Scheduled Reorganization & Regular Meeting – 5:00 pm
    - 3. 7/13/22 – Summer Workshop – 8:00 am-12:00 pm
    - 4. 8/9/22 – Next Regularly Scheduled Meeting – 5:00 p.m.
  - D. Annual Adoption and Signing of the Board Governing Mission and Communications Agreement. (BOARD ACTION)
- V. FINANCIAL REPORT – Mr. Kenney
  - A. Action Items:
    - 1. Monroe #1 BOCES Transportation Contract – ESY 2022 (BOARD ACTION)
    - 2. Bid Awards (See Consent Agenda)
      - a. Food Service – Fresh Pizza
      - b. Musical Instruments
      - c. Industrial Arts
  - B. Discussion:
  - C. Other:
- VI. HUMAN RESOURCE REPORT – Mr. Clark
  - A. Action Items:
    - 1. Professional Staff Report (BOARD ACTION)
    - 2. Support Staff Report (BOARD ACTION)
    - 3. Per Diem Sub and Specialist Salaries 2022-2023 (BOARD ACTION)
  - B. Discussion:
  - C. Other:

- VII. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items: (See Consent Agenda)
    - 1. 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.
    - 2. Sub-Committee on Special Education: Amendment, Amendment – Agreement No Meetings, Annual Reviews, Reevaluation/Annual Reviews, Requested Reviews.
    - 3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Reviews, Requested Review.

- VIII. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. **Policy Approval – 2<sup>nd</sup> Reading (See Consent Agenda)**
      - a. #5672-Information Security Breach and Notification
  - B. Discussion:
    - 1. Summer Workshop
  - C. Other:

- IX. 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. Approval of Policy #5672

X. OLD BUSINESS

XI. NEW BUSINESS

XII. 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.*

XIII. ADJOURNMENT/RECESS (BOARD ACTION)

Next regularly scheduled meeting: **August 9, 2022 – 5:00 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](http://pittsfordschools.org)*

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
 Board of Education Meeting  
 Tuesday, June 22, 2022  
 Barker Road Middle School  
 (Link to Public Viewing/Access on Website)

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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 Wednesday, June 22, 2022.

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

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

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

1. Mrs. Thomas called the meeting to order at 7:01 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting.  
 Vote: Unanimously carried

**APPROVED:  
AGENDA**

3. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its May 24, 2022, meeting.  
 Vote: Unanimously carried

**APPROVED:  
MINUTES  
5/24/22**

4. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 7, 2022, meeting.  
 Vote: Unanimously carried

**APPROVED:  
MINUTES  
6/7/22**

5. Board Reports: Mrs. Thomas read the upcoming dates to remember.

6. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Superintendent's contract commencing July 1, 2022, and terminating on June 30, 2026.  
 Vote: Unanimously carried

**APPROVED:  
SUPERINTENDENT'S  
CONTRACT**

7. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer's Report for the period ending May 31, 2022.  
 Vote: Unanimously carried

**ACCEPTED:  
TREASURER'S  
REPORT**

8. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the maximum estimated allocation of 2021-2022 fiscal year undesignated unreserved fund balance to the following reserve funds and transfer to the School Lunch Fund as permitted by the applicable General Municipal and New York State Education Laws as set forth below:  
 Vote: Unanimously carried

**APPROVED:  
FUND BALANCE  
MANAGEMENT**

113.

| <b>Reserve</b>                               | <b>Deposit no more than:</b> |
|----------------------------------------------|------------------------------|
| Capital Reserve for Bus Purchases            | \$ 2,051,591                 |
| Capital Reserve for Facilities               | \$ 3,000,000                 |
| Capital Reserve for Technology               | \$ 500,000                   |
| Liability Reserve                            | \$ 300,000                   |
| Retirement Contribution Reserve              | \$ 500,000                   |
| Retirement Contribution Reserve TRS Sub-fund | \$ 1,100,000                 |
| Employee Benefit Accrued Liability Reserve   | \$ 1,000,000                 |
| Workers Compensation Reserve                 | \$ 200,000                   |

9. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education at its regular meeting does hereby approve the following contracts to provide services for Pittsford Central School District students with disabilities.  
Vote: Unanimously carried

**APPROVED:  
TRANSPORTATION  
CONTRACT - STUDENTS  
WITH SPECIAL NEEDS**

| <b>COMPANY</b>                   | <b>DATES</b>    | <b>AMOUNT</b> | <b>BID INFORMATION</b> |
|----------------------------------|-----------------|---------------|------------------------|
| Transpo Bus Services             | 7/11/22-8/19/22 | \$9,727       | Extended               |
| Rochester Medical Transportation | 7/11/22-8/19/22 | \$9,185       | Extended               |
| Transpo Bus Services LLC dba TBS | 9/7/22-6/23/23  | \$84,000      | Extended               |
| Rochester Medical Transportation | 9/7/22-6/23/23  | \$60,227      | Extended               |

10. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas 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 Eighty-seven Thousand, Three Hundred Sixty-Nine Dollars (\$87,369.00) to transport and provide attendant/aide services to Pittsford Central School District students with special needs for the 2022-23 School Year.  
Vote: Unanimously carried

**APPROVED:  
MONROE #1 BOCES  
TRANSPORTATION  
CONTRACT SCHOOL  
YEAR 2022-23**

11. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the Foundation Aid Plan – Fiscal Year 2022-23 as presented.  
Vote: Unanimously carried

**APPROVED:  
FOUNDATION AID  
PLAN – FISCAL YR.  
2022-23**

12. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas 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 - Certificated Staff – Part Time to Probationary

Name: Christopher Hays  
 Position: CRMS Science  
 Type of Position: Probationary  
 Tenure Area: Science  
 Probationary Period: 08/31/2022 – 08/30/2026  
 Certification: Initial  
 Salary: \$53,022.00  
 Effective Date: 08/31/2022

## B. Appointment – Certificated Staff

Name: Justina Northrop  
 Position: TBD Elementary Grade TBD  
 Type of Position: Probationary  
 Tenure Area: Science  
 Probationary Period: 08/31/2022 – 08/30/2026  
 Certification: Initial  
 Salary: \$53,022.00  
 Effective Date: 08/31/2022

Name: Emily Wijnaendts van Resandt  
 Position: MHS .6/SHS .4 English  
 Type of Position: Probationary  
 Tenure Area: English  
 Probationary Period: 08/31/2022 – 08/30/2026  
 Certification: Initial  
 Salary: \$53,993.00  
 Effective Date: 08/31/2022

Name: Ryan De Wolfe  
 Position: MHS English  
 Type of Position: Probationary  
 Tenure Area: English  
 Probationary Period: 08/31/2022 – 08/30/2025  
 Certification: Professional  
 Salary: \$66,062.00  
 Effective Date: 08/31/2022

Name: Peter Carrier  
 Position: SHS Science  
 Type of Position: Probationary  
 Tenure Area: Science  
 Probationary Period: 08/31/2022 – 08/30/2026  
 Certification: Initial  
 Salary: \$51,396.00  
 Effective Date: 08/31/2022

Name: Zachary Herbert  
 Position: MHS Special Education 12:1:1  
 Type of Position: Probationary  
 Tenure Area: Special Education  
 Probationary Period: 08/31/2022 – 08/30/2026  
 Certification: Initial  
 Salary: \$47,168.00  
 Effective Date: 08/31/2022

## C. Change of Status – Regular Substitute to Probationary

Name: Allison Salamone  
 Position: JRE Reading  
 Type of Position: Probationary

115.

Tenure Area: Reading  
 Probationary Period: 12/08/2021 – 12/07/2024  
 Certification: Professional  
 Salary: \$65,019.00  
 Effective Date: 08/31/2022

D. Appointment – Auxiliary Staff

Name: Amy Lamb  
 Position: Instructional Technology Specialist  
 Type of Position: Civil Service  
 Probationary Period: 1 Year  
 Salary: \$52,000.00  
 Effective Date: 08/31/2022

E. Resignation – School Related Professional – see attached

Joshua Ketchum  
 Kristi Kelley  
 Jason Roser

F. Resignation – Administrator – see attached

Sumara Case

13. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas 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> |
|---------------------|------------------|-------------|--------------|-------------|---------------|
| Kelly Gangloff      | Office Clerk III | BRMS        | 37.5 hrs.    | 07/01/2022  | \$37,491.00   |

CLERICAL

| <u>RESIGNATIONS</u> | <u>POSITION</u>  | <u>BLDG</u> | <u>LENGTH<br/>OF SVC</u> | <u>DATE</u> |
|---------------------|------------------|-------------|--------------------------|-------------|
| Lonna Cosmano       | Part Time OC III | BRMS-E      | 3-5 yrs.                 | 07/08/2022  |

TRANSPORTATION

| <u>APPOINTMENTS</u> | <u>POSITION</u> | <u>BLDG</u> | <u>HOURS</u> | <u>DATE</u> | <u>SALARY</u> |
|---------------------|-----------------|-------------|--------------|-------------|---------------|
| Katherine Bunce     | Bus Washer      | TMF         | Per Diem     | 07/15/2022  | \$15.00 hr.   |

TRANSPORTATION

| <u>RESIGNATIONS</u> | <u>POSITION</u> | <u>BLDG</u> | <u>LENGTH<br/>OF SVC</u> | <u>DATE</u> |
|---------------------|-----------------|-------------|--------------------------|-------------|
| John Van Roo        | Bus Driver      | TMF         | 18 yrs.                  | 06/24/2022  |

TRANSPORTATION

| <u>TERMINATION</u> | <u>POSITION</u> | <u>BLDG</u> | <u>LENGTH<br/>OF SVC</u> | <u>DATE</u> |
|--------------------|-----------------|-------------|--------------------------|-------------|
| Cynthia Thompson   | Bus Attendant   | TMF         |                          | 06/03/2022  |

CUSTODIAL/MAINTENANCE

| <u>APPOINTMENTS</u> | <u>POSITION</u> | <u>BLDG</u> | <u>HOURS</u> | <u>DATE</u> | <u>SALARY</u> |
|---------------------|-----------------|-------------|--------------|-------------|---------------|
| William Fursman     | Summer Helper   | TMF         | 40 wk.       | 06/27/2022  | \$13.20 hr.   |
| William Cowie       | Summer Helper   | TMF         | 40 wk.       | 06/22/2022  | \$13.20 hr.   |

14. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the new position of Tutoring Center Coordinator.  
Vote: Unanimously carried

**APPROVED:  
TUTORING  
CENTER  
COORDINATOR**

15. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the SEI (Summer Enrichment Institute) Budget as presented.  
Vote: Unanimously carried

**APPROVED:  
SUMMER  
ENRICHMENT**

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

17. Superintendent’s Report: Mr. Pero noted the second reading of policy #7110 – Comprehensive Student Attendance.

18. Mr. Pero noted a donation from Scott Parker, Music Teacher, worth \$2,039.39 of over 200 pieces of music that he purchased throughout his career at Pittsford to share with his students and will be given to Calkins Road Middle School upon his retirement in June.

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

20. Mr. Pero on behalf of PCSD thanked both Mrs. Thomas and Mr. Sullivan for their combined 21 years of Board service that included several years as president and vice president. He noted that both of them served with the highest level of integrity while always giving people the benefit of having good intentions. He added that in recent years it is commonplace for divisiveness, yet both Mrs. Thomas and Mr. Sullivan always traveled the high road, kept information confidential and never publically called out any individual that had inappropriate or misinformation. Mr. Pero said that both members have indeed made the lives of children better and their commitment has been astounding. He ended by saying that he was thankful for their years of dedicated service, and as leaders, everyone should try to emulate their efforts. He wished them the best of luck, many happy endeavors and newfound time with their families in the hopes of making up for lost years with them.

21. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:  
Vote: Unanimously carried

**APPROVED:  
CONSENT  
AGENDA**

**Bid Awards:**

|                                         |                       |                         |
|-----------------------------------------|-----------------------|-------------------------|
| 22-23 Art Supplies                      | Various Vendors       | \$ 9,112.38             |
| BOCES 2 Athletic Supplies               | Various Vendors       | \$33,762.2              |
| BOCES 2 Lunch Paper & Plastic Supply    | Regional Distributors | \$29,486.14 (Estimated) |
| Mini Capital Improvement Project Awards | Various Contractors   | As presented            |

Committee on Special Education: Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation/Annual Reviews, Requested Review, Requested Review CPSE to CSE Transition, Requested Review Transfer Student.

Sub-Committee on Special Education: Amendments, Amendments – Agreement No Meetings, Annual Reviews, Reevaluation/Annual Reviews, Transfer Students – Agreements No Meetings.

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

Policy Approval: #7110 – Comprehensive Student Attendance

117.

Gift to the District: A donation from Scott Parker, Music Teacher, worth \$2,039.39 of over 200 pieces of music that he purchased throughout his career at Pittsford to share with his students and will be given to Calkins Road Middle School upon his retirement in June.

22. Old Business: Mr. Sullivan expressed sincere thanks to his loved ones for their support and inspiration over the past twelve years. He offered many thanks to numerous others in the District and community as well. He shared many fond memories and said that he will miss the open sharing, creative problem solving and collaboration that happens when working to solve matters of the District. Mr. Sullivan spoke highly of Mr. Pero and ended by expressing his gratitude for having the opportunity and privilege to serve in this capacity.

23. New Business: Mrs. Thomas shared some of her favorite remembrances of past summer workshops. She also spoke on how her reason to join Board service changed over time throughout her tenure. She continued by saying, that she along with the people sitting at the Board table, deeply care about kids and want them to succeed; she further added there is a genuine interest in promoting the good that exists within our school walls. Mrs. Thomas noted that although she experienced some very arduous situations over the past nine years, she emphatically stated that she would not trade her time on the Board regardless of those circumstances. Mrs. Thomas expressed her heartfelt thanks to her family and several others. Mrs. Thomas ended by reflecting on the PCSD mission statement and highly stressed that everyone should be kind to one another.

24. Public Comment: Mrs. McCluski, former long standing Board of Education member and past president/vice president, spoke regarding Mrs. Thomas and Mr. Sullivan's time while they served on the Board and offered congratulations to them. She also congratulated Mr. Kenney on his pending retirement.

25. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 7:35 p.m.

**APPROVED:**  
**ADJOURNMENT**

Vote: Unanimously carried

Respectfully submitted,



Deborah L. Carpenter  
School District Clerk



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**Pittsford Central School District**  
**Board Governing Mission**

The Pittsford Central School District Board of Education serves the students and families in our community by:

- Partnering with the Superintendent in setting strong, clear direction and policy for leading the District's strategic and operational planning.
- Monitoring and evaluating the District's educational, administrative, and financial performance against clearly defined standards and objectives.
- Ensuring that the District possesses the necessary human, financial, and other resources.
- Creating opportunities for collaboration amongst established community partners to contribute to the District's effectiveness.
- Valuing and promoting positive and productive relationships within the District and across the broader community.
- Protecting the privacy and confidentiality in matters involving students, personnel, legal, and contractual matters.
- Valuing and promoting a positive and productive working partnership between the BOE, Board leadership, and the Superintendent.
- Understanding the difference between the Board of Education's *governance* role and the Superintendent's *operational* role - and embracing the value in both.
- Providing professional development for and engaging board members in the governance process and developing the general skills of all Board members including, but not limited to, skills related to communication, business and finance, advocacy, etc.
- Promoting active participation and engaged teamwork among all Board members.
- Annually conducting board self-assessments and goal setting while actively advocating in areas that are in the best interests of the District.
- Practicing the highest level of integrity and ethics

Agreed to by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

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**Pittsford Board of Education**  
**Communications Agreement**

PCSD Board of Education members agree that:

- [ We will act and make decisions not as a collection of 7 individuals, but only as a unit comprised of its members.
- [ We will assist one another and our constituents as they navigate the protocols and processes for communication with District administrators and staff.
- [ Issues and concerns raised by constituents shall be timely shared with the Board Leadership and the Superintendent and with individual Board members (as appropriate).
- [ We recognize that others see us as always wearing the “Board hat”.
- [ Conversation for the purpose of influencing others or sharing opinions on matters before the Board – with the exception of public board meetings – is prohibited.
- [ We will be respectful listeners, modeling the civility we expect from others, during Board meetings, at school-related functions and out in the community.
- [ We will communicate at Board meetings/functions by respectfully sharing ideas and perspectives.
- [ The Board of Education president is the spokesperson for the Board; however, all board members will be accessible to listen to community members’ feedback.

Agreed to by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

# Pittsford Schools

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

Fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
*Assistant Superintendent for Business*

Date: July 12, 2022  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business *DTK*  
Re: Monroe #1 BOCES Transportation Contract – Extended School Year 2022

I recommend the enclosed State Education Department Transportation Contract for approval. The contract is with Monroe #1 BOCES to transport students with needs, as well as provide for a bus attendant(s). The contract is to serve our students during the extended 2022 school year. Attached is information from BOCES detailing the anticipated cost of the services. Please be advised that the total charge may vary throughout the year as student placements/IEPs and enrollments may change.

Please also be advised that despite BOCES providing the service BOCES aid will not be guaranteed, but excess cost (Special Education) and transportation aid will. Therefore, your signature, the Board of Education president and SED approval of the contracts is required to secure the aid, just as it would be if we were to contract with another provider.

I therefore recommend the following resolution to be approved by the Board of Education:

**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.

*DTK:dh*

*Attachment*

*Cc: L. Reister  
C. Grove  
E. Woods*

# 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: July 12, 2022  
TOPIC: 22-23 Fresh Pizza  
Advertised Date: June 7, 2022, *The Daily Record*  
Date of Bid Opening: June 17, 2022  
Time of Bid Opening: 11:00 A.M.  
Source of Funds: School Lunch Fund: C94 2860 410

**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 District specifications:

| Vendor         | Item Bid                   | Cost per Pizza |
|----------------|----------------------------|----------------|
| Fat Dough, Inc | Cheese and Pepperoni Pizza | \$9.95         |
| DBA: Domino's  | Cheese Pizza               | \$9.95         |

**Comments:** The 22-23 Fresh Pizza Bid runs from 08/01/22 - 06/30/23. (Pizza is sold a la carte in the school lunchrooms at all nine Pittsford Schools during the school year.) Fat Dough, Inc. DBA Domino's is the only bidder. Only one bid was received at the time of bid opening making it unnecessary to conduct blind taste test per Bid Terms and Conditions. Bid response was reviewed by Paulette Vangellow, Food Service Director, and Leslie Pawluckie, Purchasing Agent.



Darrin Kenney, Assistant Superintendent for Business

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
PITTSFORD, NEW YORK

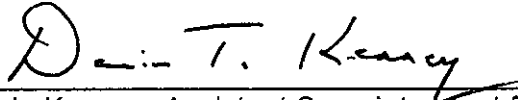
RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education  
From: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie, Purchasing Agent)  
BOE Date: July 12, 2022  
Topic: Musical Instruments  
Paper of Record: The Daily Record  
Advertised Date: June 9, 2022  
Date of Bid Opening: June 23, 2022  
Time of Bid Opening: 11:00 A.M.  
Funds: Curriculum 510 2110 200 0164

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 District specifications:

| ITEM BID            | RECOMMENDED VENDOR           | AMOUNT      |
|---------------------|------------------------------|-------------|
| Musical Instruments | Alto Music                   | \$2,967.92  |
|                     | Stringed Instrument Services | \$6,040.00  |
|                     | Washington Music Sales       | \$7,942.30  |
|                     | Woodwind & Brasswind, Inc    | \$2,540.00  |
|                     | Total                        | \$19,490.22 |

Comments: The 22-23 Musical Instrument Bid contract begins from date awarded by Board of Education through 02/28/23. It represents 11 musical instruments. All items were awarded. The bids were reviewed by Tammy Keller, Standards Leader for Music, and Leslie Pawluckie, Purchasing Agent. Award is based on lowest responsive and responsible bidder meeting District specifications.

  
\_\_\_\_\_  
Darrin Kenney, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie, Purchasing Agent)  
BOE DATE: July 12, 2022  
TOPIC: 2022-2023 Industrial Arts Supplies  
Advertised Date: February 23, 2022 *The Daily Record*  
Bid Opening Date: March 23, 2022  
FUNDS: 2022-2023 Industrial Art Technology Budget, Each Building

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

| Item Bid                         | RECOMMENDED VENDOR               | AMOUNT             |
|----------------------------------|----------------------------------|--------------------|
| <b>Industrial Arts Supplies:</b> |                                  |                    |
|                                  | Dynamic Saw                      | 159.76             |
|                                  | Midwest Shop Supplies Inc.       | 2,125.30           |
|                                  | Ridgewood dba OAM Supply Company | 646.42             |
|                                  | Paxton Patterson                 | 726.89             |
|                                  |                                  | <u>\$ 3,658.37</u> |

**Comments:** Industrial Art Supplies Bid runs from date awarded by BOE to May 31, 2023. The bid was reviewed by Peter Pratt, District Standards Leader for Industrial Art, and Leslie Pawluckie, Purchasing Agent. Bid represents 57 items, with 48 awarded. It is recommended for award on a line item basis to the lowest responsive and responsible bidder meeting all required bid specifications. Vendors offered catalog discounts for items ordered during the 22-232 school year.



Darrin Kenney, Assistant Superintendent for Business

**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION**

The District is required to comply with applicable law and regulations in how it handles and protects certain types of personal information that can be uniquely associated with a person. The District is required to notify affected individuals when there has been or is reasonably believed to have been unauthorized access to or acquisition of the individual's legally protected private information to comply with the Information Security Breach and Notification Act and Board policy.

Personally, Identifiable Information (PII) means information concerning a person that, because of name, student number, or other identifier, can be used to uniquely identify that person. Protected PII is:

1. PII in combination with any one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:
  - (a) Social security number;
  - (b) Driver's license number or non-driver identification card number;
  - (c) Account number, credit or debit card number, in combination with any required security code, access code, or password, or other information which would permit access to an individual's financial account;
  - (d) Account number, or credit or debit card number, if circumstances exist where the number could be used to access an individual's financial account without additional identifying information, security code, access code, or password;
  - (e) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity.
2. A username or email address in combination with a password or security question and answer that would permit access to an online account.
3. Teacher or principal data that relate to the annual professional performance reviews of classroom teachers and principals that is confidential and not subject to release under the provision of the Education Law.
4. Student data which is information about a student and which is a record of the District.

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**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)**

Protected PII does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

"Breach of the security of the system" means unauthorized acquisition, access, use, modification or disclosure of computerized data which compromises the availability, confidentiality, or integrity of protected PII maintained by the District. Good faith unauthorized access to or acquisition of protected PII by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to further unauthorized disclosure.

**Determining if a Breach Has Occurred**

In determining whether protected PII has been or is reasonably believed to have been accessed or acquired without authorization, the District may consider the following factors, among others:

- a) Indications that the information is in the physical possession or control of an unauthorized person, such as a lost or stolen computer or other device containing information;
- b) Indications that the information has been downloaded or copied;
- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; or
- d) System failures.

**Notification Requirements**

- a) For any computerized data owned or licensed by the District that includes protected PII, the District will disclose any breach of the security of the system following discovery or notification of the breach to any individual whose protected PII was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and restore the integrity of the data system. The District will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures.
- b) Notice to affected persons under State Technology Law is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the District reasonably determines the exposure will not likely result in the misuse of the information, or financial or emotional harm to the affected persons.

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**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd)**

This determination must be documented in writing and maintained for at least five years. If the incident affected over 500 New York State residents, the District will provide the written determination to the New York State Attorney General within ten days after the determination.

- c) If notice of the breach of the security of the system is made to affected persons pursuant to the breach notification requirements under certain laws and regulations, the District is not required to provide additional notice to those affected persons under New York State Education 2-d Law. However, the District will still provide notice to the New York State Attorney General, the New York State Department of State, the New York State Office of Information Technology Services, and to consumer reporting agencies.

The notification requirement may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. The required notification will be made after the law enforcement agency determines that the notification does not compromise the investigation.

**Methods of Notification**

The required notice will be directly provided to the affected persons by one of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form and a log of each notification is kept by the District when notifying affected persons in electronic form. However, in no case will the District require a person to consent to accepting the notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- c) Telephone notification, provided that a log of each notification is kept by the District when notifying affected persons by phone or;
- d) Substitute notice, if the District demonstrates to the New York State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. Substitute notice will consist of all of the following:
  - 1. Email notice when the District has an email address for the subject persons;
  - 2. Conspicuous posting of the notice on the District's website page, if the District maintains one and;
  - 3. Notification to major statewide media.

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**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd)**

Regardless of the method by which notice is provided, the notice will include:

- a) Contact information for the notifying District;
- b) The telephone numbers and websites of the relevant state and federal agencies that provide information regarding security breach response and identity theft prevention and protection information and;
- c) A description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, accessed or acquired.

In the event that any New York State residents are to be notified, the District will notify the New York State Attorney General, New York State Department of State and New York State Office of Information Technology Services as to the timing, content, and distribution of the notices. In addition, the approximate number of affected persons will be shared along with a copy of the template of the notice sent to affected persons. This notice will be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, the District will also notify consumer reporting agencies as to the timing, content, and distribution of the notices and approximate number of affected persons. This notice will be made without delaying notice to affected New York State residents.

A list of consumer reporting agencies will be compiled by the New York State Attorney General and furnished upon request to any Districts required to make a notification in accordance with State Technology Law.

State Technology Law §§ 202 and 208