

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, DECEMBER 12, 2023
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
(LINK TO PUBLIC VIEWING ON WEBSITE)

AGENDA

4:00 P.M. – Executive Session

5:00 p.m. – Regular Meeting

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA **(BOARD ACTION)**
- IV. APPROVAL OF MINUTES: November 28, 2023 **(BOARD ACTION)**
- V. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership – next meeting – 2/28/24
 - 2. Executive Committee – next meeting – 2/14/24
 - 3. Information Exchange Committee – next meeting – 1/10/24
 - 4. Labor Relations Committee – next meeting – 1/17/24
 - 5. Legislative Committee – next meeting – 1/3/24
 - 6. Steering Committee – next meeting – 1/24/24
 - B. Other Meeting Reports
 - C. Dates to Remember
 - 1. 12/14/23 – Board Visit at District Office – **8:00 a.m.** (no tour)
 - 2. 12/25/23-1/1/24 – Schools Closed for Winter Recess
 - 3. 1/4/24 – Board Visit/Tour at Mendon High School – (**7:00 am Visit/7:30 am Tour**)
 - 4. 1/9/24 – Next Regularly Scheduled Meeting
- VI. FINANCIAL REPORT – Mr. Vespi
 - A. Action Items:
 - 1. Single Audit Report **(BOARD ACTION)**
 - 2. Extraclassroom Activity Audit Report & Corrective Action Response **(BOARD ACTION)**
 - 3. Internal Audit Report **(BOARD ACTION)**
 - 4. Bid Awards (**See Consent Agenda**)
 - 1. BOCES 2 Cooperative Multimedia/AV
 - 2. BOCES 2 Cooperative Electricity
 - 3. BOCES 2 Cooperative Lunch Paper & Plastic Supply
 - 4. Disposal of School District Outdated Library Books
 - B. Discussion:
 - 1. Updates on Capital Projects - Campus Construction
 - 2. Energy Performance Contract Overview - SEI
 - 3. OMS – Utility Status Report 2023
 - 4. OMS – Summer Work Report 2023
 - 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:
 - 1. Tenure Recommendations – 1st Reading
 - C. Other:

VIII. CURRICULUM REPORT – Mrs. Ward

- A. Action Items:
- B. Discussion:
 - 1. 4-6 Math Regrouping Ad Hoc Committee Report
 - 2. New Course Proposals – First Reading
 - a. Modern Military History (to replace the Vietnam elective)
 - b. Revision to Military History: Ancient Military History
- C. Other:

IX. SPECIAL EDUCATION REPORT – Ms. Woods

- A. Action Items: **(See Consent Agenda)**
 - 1. Committee on Special Education: Amendment – Agreement No Meetings, Annual Review, Reevaluation Review, Requested Reviews, Transfer Student – Agreement No Meetings, Initial Eligibility Determination Meetings.
 - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Reevaluation Reviews, Requested Reviews.
 - 3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Amendment – Agreement No Meetings.
- B. Discussion:
- C. Other:

X. SUPERINTENDENT’S REPORT – Mr. Pero

- A. Action Items:
 - 1. Call for Executive Session **(BOARD ACTION)**
 - 2. Field Trip Approval to Orlando, FL (MHS Softball) **(BOARD ACTION)**
 - 3. Field Trip Approval to Myrtle Beach, SC (MHS Baseball) **(BOARD ACTION)**
 - 4. Field Trip Approval to Myrtle Beach, SC (SHS Baseball) **(BOARD ACTION)**
 - 5. **Policy Approvals – 2nd Reading (See Consent Agenda)**
 - a. #6570-Remote Working
 - b. #7516-Pediculosis (Head Lice)
- B. Discussion:
 - 1. Succession Planning
- 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 (#6570-Remote Working and #7516-Pediculosis (Head Lice))

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. PUBLIC COMMENT: **Public Comment Submission Form can be found at:**
pittsfordschools.org/publiccomment

XV. ADJOURNMENT/RECESS

(BOARD ACTION)

Next regularly scheduled meeting: **January 9, 2024 – 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

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Tuesday, November 28, 2023
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 28, 2023.

BOARD MEMBERS PRESENT: R. Scott, J. Casey, D. Berk, K. Huels, E. Kay, S. Pelusio, R. Sanchez-Kazacos
LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, S. Cutaia, M. Vespi, N. Wayman, 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. Scott called the Regular Meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mr. Casey, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda with the following changes: Pittsford Pride and the curriculum report will be postponed to a later date and Mr. Pero will give the human resources report on behalf of Mr. Clark.
Vote: Unanimously carried

**APPROVED:
AGENDA**

3. Principal's Report: Principal, Mr. Michael Biondi, presented to the Board on the activities taking place at Allen Creek Elementary School.

4. Motion was made by Mrs. Pelusio, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its October 17, 2023, Regular meeting.
Vote: Unanimously carried by those present, with Mrs. Sanchez-Kazacos abstaining as she was not in attendance at this meeting.

**APPROVED:
MINUTES
10/17/23**

5. Board Reports: Mrs. Scott noted the MCSBA meeting dates as well as other dates to remember. Mrs. Pelusio reported on some legislative updates.

6. 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 accepts the Treasurer's Report for the months of September and October 2023.
Vote: Unanimously carried

**ACCEPTED:
TREASURER'S
REPORTS**

7. Motion was made by Mrs. Huels, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the 1st quarter Extraclassroom Activities Report.
Vote: Unanimously carried

**APPROVED:
1ST QUARTER
EXTRACLASSROOM
ACTIVITIES REPORT**

8. Motion was made by Mrs. Pelusio, 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 at its regular meeting November 28, 2023, does hereby award the RFP for the Bus Electrification Impact Study for the cost of Forty-six Thousand dollars (\$46,000) with a net estimated cost to the district of Eleven Thousand, Five Hundred dollars (\$11,500) to SEI Design Group, Inc.
Vote: Unanimously carried

**APPROVED:
BUS
ELECTRIFICATION
IMPACT STUDY
RFP**

47.

9. Motion was made by Mrs. Kay, seconded by Mr. Berk 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**

10. Motion was made by Mr. Casey, seconded by Mrs. Huels 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

Name: Kristen Kremers
Position: School Psychologist
Type of Position: Part-Time
Tenure Area: School Psychologist
Probationary Period: N/A
Certification: Permanent
Salary: \$32,498.00
Effective Date: 10/23/2023

Name: Anna Lorenzo
Position: JRE Learning Specialist
Type of Position: Regular Substitute
Tenure Area: N/A
Probationary Period: N/A
Certification: Initial
Salary: \$48,111.00
Effective Date: 11/01/2023

Name: Dale Boris-Kane
Position: MCE ESOL
Type of Position: Regular Substitute
Tenure Area: N/A
Probationary Period: N/A
Certification: Professional
Salary: \$66,567.00
Effective Date: 12/18/2023

B. Appointment - Administrative Substitute

Name: Barbara Gregory
Position: Administrative Substitute
Type of Position: Administrative Substitute
Tenure Area: N/A
Probationary Period: N/A
Certification: Permanent
Salary: \$500.00 daily
Effective Date: 11/06/2023

C. Approval of Agreement for Administrative Special Assignment

D. Certificated Staff – Correction of Hire Date

Name: Sandra Murray
 Position: Special Education
 Type of Position: Regular Substitute
 Tenure Area: Special Education
 Probationary Period: N/A
 Certification: Permanent
 Salary: \$59,655.00
 Effective Date: 11/03/2023

E. Appointment – School Related Professional

Name: Sophia Smith
 Position: MHS Paraprofessional
 Type of Position: Full-Time
 Salary: \$20,618.00
 Effective Date: 10/18/2023

Name: Phoenix Lindell
 Position: MHS Paraprofessional
 Type of Position: Full-Time
 Salary: \$19,780.20
 Effective Date: 10/30/2023

Name: Souad Bracken
 Position: PRE Paraprofessional
 Type of Position: Full-Time
 Salary: \$18,972.36
 Effective Date: 11/01/2023

Name: Nicole Sudyn
 Position: CRMS/SHS Library Clerk
 Type of Position: Full-Time
 Salary: \$25,880.00
 Effective Date: TBD

Name: Shawn Kelly
 Position: MHS Paraprofessional
 Type of Position: Full-Time
 Salary: \$20,862.00
 Effective Date: TBD

F. Appointment - Supervisory & Technical

Name: Marco Montante
 Position: District Office Network Technician
 Type of Position: Full-Time

49.

Salary: \$50,500.00
 Effective Date: 11/01/2023

Name: Yixuan Song
 Position: District Office Research Assistant
 Type of Position: Full-Time
 Salary: \$52,000.00
 Effective Date: 01/01/2024

G. Resignation for Retirements - Paraprofessional Auxiliary Staff - correction of date

First Name	Last Name	Location	Position	Yrs. In District	Retirement Date
Julie	Wittig	MHS	Career Internship Coord.	11.8	02/01/2024

H. Resignation for Retirement - School Related Professional - see attached - correction of date

First Name	Last Name	Location	Position	Yrs. In District	Retirement Date
Anne	Scherer	MCE	Educational Asst.	10.25	11/17/2023

I. Resignation - Teacher - see letter attached.

Jennifer Singer
 Jennifer Sargent

J. Resignation - School Related Professional - see letter attached.

Anajolis Cubi
 Alison Rodbourn
 Grace Hoffman
 Shakeila Burch

K. Resignation - Supervisory & Technical - see letter attached.

Taylor Badger

L. Resignation - School Nurse - see letter attached.

Alexandra Smetanka

M. Termination - School Related Professional

Lakema Bellevue

N. Fall Coaching Salaries Revised - see attached

11. Motion was made by Mrs. Kay, 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 Support Staff Report:
 Vote: Unanimously carried

**APPROVED:
 SUPPORT
 STAFF REPORT**

CLERICAL

APPOINTMENTS	POSITION	BLDG	HOURS	DATE	SALARY
Dorothy Marchese	School Aide	PRE	10 wk.	10/20/2023	\$15.15 hr.
Judith Horn	School Aide	BRMS	5 wk.	10/18/2023	\$15.00 hr.
Betsy Wilson	Clerical Trainer	TMF	Per Diem	10/24/2023	\$18.90 hr.
Catherine Rizk	School Aide	DO	Per Diem	11/08/2023	\$18.00 hr.
Julie Swagler-Reynolds	Office Clerk II (title change)	Lomb	37.5 wk.	07/01/2023	\$35,100.00

CLERICAL			LENGTH	
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Meagan Smith	School Aide	DO	2.5 mo.	10/23/2023
Marcia Gardner	School Aide	JRE	1.5 yrs.	11/08/2023

TRANSPORTATION					
<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Tracy DeMeo	Bus Dispatcher	TMF	40 wk.	10/30/2023	\$52,000.00

CUSTODIAL/MAINTENANCE					
<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Ricardo Cortes	Cleaner	CRMS	40 wk.	11/14/2023	\$34,400
Linoshka Maysonet	Cleaner	SHS	9 wk.	11/11/2023	\$15.50 hr.
Addison D. Chapman	Grounds	TMF	40 wk.	11/27/2023	\$39,200

CUSTODIAL/MAINTENANCE				
<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH</u>	<u>DATE</u>
Edward Paffendorf	Cleaner	SHS	10.1 yrs.	02/10/2024

CUSTODIAL/MAINTENANCE				
<u>TERMINATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH</u>	<u>DATE</u>
Jessenia Ortiz	Cleaner	SHS	1 wk.	09/29/2023

FOOD SERVICE					
<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Craig Geringer	Asst. Cook Mgr.	MHS	30 wk.	10/23/2023	\$16.00/hr.
Christopher Peterson	Food Service Courier	TMF	20 wk.	10/23/2023	\$16.50/hr.
William Lupiani	Asst. Cook Mgr.	SHS	30 wk.	11/16/2023	\$17.50/hr.
Jahangir Qazi	Asst. Cook Mgr.	MHS	30 wk.	TBD	\$18.00/hr.

FOOD SERVICE				
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH</u>	<u>DATE</u>
Anna Alvarez	FSW Sub	District Wide	2 mos.	10/31/2023

12. Motion was made by Mrs. Pelusio, seconded by Mrs. Huels and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, approves having an internal Duplicating Machine Operator as presented.
Vote: Unanimously carried

**APPROVED:
DUPLICATING
MACHINE OPERATOR**

13. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, approves having a Career Internship Coordinator as presented.
Vote: Unanimously carried

**APPROVED:
CAREER INTERNSHIP
COORDINATOR**

14. Mr. Pero noted the first reading of Tenure Recommendations.

15. Special Education Report: Ms. Woods noted the second reading of the updated Special Education District Plan.

16. Mr. Pero noted the first reading of the following policies:
#6570 - Remote Working
#7516 - Pediculosis (Head Lice)

51.

17. Superintendent's Report: Mr. Pero shared that Natalie McGee will again be consulting with the district. She, along with Mr. Benzan, will be assisting with equity walks and focus groups at all four of our secondary schools.

18. Special Recognition: Alejandra Washington was recognized with a very rare adult version of the Pittsford Pride award. Mr. Pero read a letter that explained the reasons why she was chosen for this special honor.

19. Motion was made by Mrs. Huels, seconded by Mr. Berk 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:

2023-24 Fresh Bagels

Brownstein's

\$12,096.00 (Estimated)

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

Sub-Committee on Special Education: Amendment – Agreement No Meetings, Reevaluation Reviews, Requested Reviews, Transfer Student – Agreement No Meeting.

Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Amendment – Agreement No Meetings, Requested Review, Transfer Student – Agreement No Meetings.

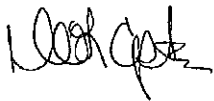
Special Education District Plan

20. New Business: Mrs. Scott noted a time adjustment for the next Board of Education meeting. The December 12th meeting will begin at 5:00 pm. Mrs. Scott also provided an update regarding public comments relating to objectional materials and book challenges. She shared that those topics will no longer be heard in the setting of a Board of Education meeting, as all viewpoints have been heard at every board meeting for the past 11 months, policies have been changed and comments continue to be repetitive.

21. 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 Regular Meeting at 7:41 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 12, 2023

To: Michael Pero, Superintendent of Schools

From: Michael Vespi, Assistant Superintendent for Business



Re: Single Audit Report Approval

At its meeting held December 6, 2023 the Audit Oversight Committee (AOC) reviewed the Single Audit (Federal Compliance) conducted by the external auditor for the year ended June 30, 2023.

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, 2023.

MV:nn

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 12, 2023
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business 
Re: Extra-Classroom Audit Report & Response 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, 2023. 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, 2023.

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:mn

Attachments
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 12, 2023
To: Michael Pero, Superintendent of Schools
From: Michael Vespi, Assistant Superintendent for Business 
Re: Internal Audit Report – Employee Benefits including Response

Freed Maxick, CPAs, PC has submitted its Internal Audit Report – Internal Controls over Employee Benefits dated November 15, 2023. The Audit Oversight Committee (AOC) has reviewed the information and had the opportunity to pose questions to our internal auditors concerning this report. The AOC recommends approval and acceptance of the Internal Audit Report including the Management Response as presented.

Provided is a copy of the report and a resolution for the Board of Education:

Be It Resolved that the Board of Education accepts the internal auditor's November 15, 2023 Review of Internal Controls over Employee Benefits as presented to and recommended by the Audit Oversight Committee.

MV:nn

Attachment

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 12, 2023
Topic: BOCES 2 Cooperative Multi-Media AV Equipment RFB-2056-23
Date Advertised: October 12, 2023, Democrat & Chronicle
Bid Opening Date: November 8, 2023
Bid Opening Time: 2:00 PM
Fund: Building/Dept Funds

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		
	Adorama	\$1,170.00
	B&H Photo	\$24,800.00
	Camcor	\$277,511.60
	Scott Electric	\$225.00
		<u>\$303,706.60</u>

Comments: The BOCES 2 Cooperative Multimedia Audio Visual Equipment Bid contract is valid from 1/1/24-12/31/24. Pittsford and three (3) other Districts participated. The bids were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, Leslie Pawluckie, Purchasing Agent, and David Harrison, Assistant 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)
BOE DATE: December 12, 2023
TOPIC: BOCES 2 Cooperative Electricity Bid RFB-2074-23
Date Advertised: October 12, 2023, Democrat & Chronicle
Date of Bid Opening: November 8, 2023
Time of Bid Opening: 2:00 PM
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>\$2,661,160.00</u> (Est. 2024 Budget)

Comments: The BOCES 2 Cooperative Electricity Bid contract period is 01/01/24-12/31/24. 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 Energy Cooperative of America. See Mr. Baker's attached recommendation letter for further explanation.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

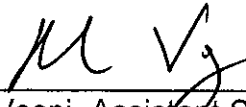
RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Michael Vespi, Assistant Superintendent for Business
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: December 12, 2023
Topic: BOCES 2 Coop Lunch Paper & Plastic Supply RFB-2073-23
Date of Legal Notice: October 12, 2023, Democrat & Chronicle
Date of Bid Opening: November 8, 2023
Time: 2:00 PM
Funds: C94 2860 500 School Lunch Budget

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
LUNCH PAPER AND PLASTIC SUPPLY	Regional Distributors	\$ 52,218.22
TOTAL:		<hr/> \$ 52,218.22 (Cost Estimated)

Comments: The Boces 2 Cooperative Lunch Paper & Plastic Supply Bid contract is valid 01/01/24-06/30/24. Pittsford and 20 other districts participated. Bid responses were reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, Elena Montgomery, Director of Food Service, and Leslie Pawluckie, Purchasing Agent. The bid is recommended for award on an aggregate basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications.



Michael Vespi, Assistant Superintendent for Business

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR SALE AND DISPOSAL OF SCHOOL DISTRICT LIBRARY BOOKS

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

BOE DATE: December 12, 2023

TOPIC: December 2023 Disposal of School District Outdated Library Books

A list of surplus outdated 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 November 28, 2023, to the following vendors: 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.

Comments: Please see attached list of textbooks/library books to be disposed.



Michael Vespi, Assistant Superintendent for Business

Pittsford Schools

Field Trip Approval Form (Athletic/Secondary)

This form must be filled out for every district field trip. Complete and submit at least three months in advance for an overnight, out of state or out of country trip and 30 days for a day trip.

Date of application: 9/11/23

School Requesting Trip: MENDON H.S.
VARSITY SOFTBALL

Date(s) of trip: 3/31/24 - 4/6/24

Classification of trip: (Check all that apply)

- Day Trip
- Overnight without missing instructional time
- Overnight with missing instructional time
- Out of state
- Out of country

Type of field trip:

Class/Club/Team Name Participating in the Trip: MENDON VARSITY SOFTBALL

Reason for Trip: SOFTBALL SPRING TRAINING, PLAY GAMES & SCRIMMAGES,
TEAM BONDING

Trip Initiator(Teacher/Advisor/Coach):

First Name

SCOTT

Last Name

PARSONS

Trip Initiator Email:

scott.parsons@greececsd.org

Number of substitute teacher(s) to be needed for the date(s) of the trip?

NONE

TRIP LOGISTICS

Have both the district and building calendars been checked for conflicts?

Yes No

Identify conflicts:

Trip Destination Address: (if overnight trip, provide name and address of overnight lodging)

Name: UNIVERSAL STUDIOS Street Address: 6000 UNIVERSAL BLVD.

City: ORLANDA

State: FLORIDA

Zip: 32819

Date(s) of Departure from School: 3/31/24

Time(s) of Departure from School: TBA

Date(s) of Return to School: 4/6/24

Time(s) of Return to School: TBA

Estimated round trip miles: 2,400 miles

Estimated Number of Students participating in trip: 12

Estimated Number of PCSD Chaperones participating in trip: 3

Estimated Number of Parent Chaperones participating in trip: —

Is a nurse needed to attend the trip? NO

Are you aware of the process for collecting, administering, distributing and securing medication? YES

Are you aware of the process for accommodating students with IEP's, allergies, and/or medical conditions? YES

Is trip insurance available for this trip?

Yes No, Explain

Type of transportation. Check all that apply:

- Pittsford School Bus → POSSIBLY TO BUFFALO OR SYRACUSE AIRPORT DEPENDING ON FLIGHTS (IF POSSIBLE)
- Non-Pittsford School Bus
- Commercial Tour Bus
- Train
- Airplane
- Other

TRIP COSTS - Expenses

Are you aware of any students who may require alternative financial support in order to attend?

NO

Estimated trip cost per student: \$ 2,500

Additional costs per student (spending money, event fees, food, gratuities, etc):\$

Estimated Trip Insurance fee per student (if applicable): \$

TRIP FUNDING - Payments

Student payments will be made to: MENDON SOFTBALL BOOSTER CLUB

Please describe any fundraising (if involved):

MEAT RAFFLE, LITTLE LEAGUE CLINIC

Supervision of Overnight, Extended, Out-of-State, Out-of-Country Trips

Name of Tour Company used to manage trip: KSA

Date of Parent Informational Meeting: TBD

Date of Chaperone Meeting: TBD

Supervision Details i.e. baggage checks, curfews, room check-ins, non-direct supervision activities:

ALL ABOVE WILL BE DONE PRIOR TO DEPARTURE, AS WELL AS DURING OUR STAY.

Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct
Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.

Trip Adviser Initials: SB

Trip Adviser will provide participants with the field trip cancellation policy and will obtain confirmation that all participants have read this policy.

Policy 8460: The Superintendent or designee reserves the right to cancel a field trip, particularly if security and safety is in doubt.

Trip Adviser Initials: SB

Curricular / Instructional

Instructional Objectives (Be specific, include outcomes, desired proficiency level and how you will measure the standards and district curriculum goals it meets.):

N/A

Preparation Activities (How will the student be prepared to for the trip as an instructional activity?):

N/A

On Trip Activities (What instructional activities will occur on the trip?):

N/A

Follow-Up Activities (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?):

N/A

What instructional provisions have been made to help participants keep up with other classes that they will miss?

N/A

What specific plans have been made for the continued instruction of those students who will not participate in the field trip?

N/A

Other remarks about trip not included in any of the above fields:

N/A

Approvals:

Building Principal Initials:

[Signature]

Date:

11/21/23

Director Initials:

DP

Date:

11/21/23

Superintendent Initials:

MP

Date:

11/22/23

Board Approval Date:

Pittsford Schools

Field Trip Approval Form (Athletic/Secondary)

This form must be filled out for every district field trip. Complete and submit at least three months in advance for an overnight, out of state or out of country trip and 30 days for a day trip.

Date of application: 10/13/23

School Requesting Trip: MHS

Date(s) of trip: 3/29-4/4 or 4/5, 2024

Classification of trip: (Check all that apply)

- Day Trip
- Overnight without missing instructional time
- Overnight with missing instructional time
- Out of state
- Out of country

Type of field trip: Athletic Varsity Baseball Games

Class/Club/Team Name Participating in the Trip:

Mendon Varsity Baseball

Reason for Trip:

A team bonding trip. It is a highlight of the season and has helped create a stronger team bond. We will be playing three games and two scrimmages while we are down there to help us prepare for our spring season. It helps ensure that we do not have a jammed up schedule due to inclement weather in upstate NY and helps ensure we get all 20 games in.

Trip Initiator(Teacher/Advisor/Coach):

Shaun

Caveny

First Name

Last Name

Trip Initiator Email: shaun.caveny@yahoo.com

Number of substitute teacher(s) to be needed for the date(s) of the trip? None

TRIP LOGISTICS

Have both the district and building calendars been checked for conflicts?

Yes No

None

Identify conflicts:

Trip Destination Address: (if overnight trip, provide name and address of overnight lodging)

Name: Cal Ripken Experience

Street Address: 3051 Ripken Way

City: Myrtle Beach

State: SC

Zip: 29577

Date(s) of Departure from School: 3/29

Time(s) of Departure from School: 8am

Date(s) of Return to School: 4/5

Time(s) of Return to School: late afternoon/early morning

Estimated round trip miles: 1564

Estimated Number of Students participating in trip: 20

Estimated Number of PCSD Chaperones participating in trip: 3

Estimated Number of Parent Chaperones participating in trip: 0

Is a nurse needed to attend the trip? No

Are you aware of the process for collecting, administering, distributing and securing medication? Yes

Are you aware of the process for accommodating students with IEP's, allergies, and/or medical conditions? Yes

Is trip insurance available for this trip?

Yes No, Explain

Type of transportation. Check all that apply:

- Pittsford School Bus
- Non-Pittsford School Bus
- Commercial Tour Bus
- Train
- Airplane
- Other

TRIP COSTS - Expenses

Are you aware of any students who may require alternative financial support in order to attend? Yes - Specify how you will provide funds for eligible students

If a student is unable to pay for the entire trip, the booster club will cover the expense

Estimated trip cost per student: \$ 1200

Additional costs per student (spending money, event fees, food, gratuities, etc): \$ included

Estimated Trip Insurance fee per student (if applicable): \$ included

TRIP FUNDING - Payments

Student payments will be made to: Other, please specify Baseball Booster Club

Please describe any fundraising (if involved):

Gear Sale, Pizza Fundraiser, Pancake Breakfast, Tom Wahls Fundraiser, others but not yet decided upon

Supervision of Overnight, Extended, Out-of-State, Out-of-Country Trips

Name of Tour Company used to manage trip: Looking for a travel company in Myrtle to transport team

Date of Parent Informational Meeting: 3/13/23

Date of Chaperone Meeting: 3/13/23

Supervision Details i.e. baggage checks, curfews, room check-ins, non-direct supervision activities:

Bag Check before we leave for Myrtle, Curfew of 10pm every night, daily room checks, as well as room checks every night, players taped into their rooms.

Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct

Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.

Trip Advisor Initials: SC

Trip Adviser will provide participants with the field trip cancellation policy and will obtain confirmation that all participants have read this policy.

Policy 8460: The Superintendent or designee reserves the right to cancel a field trip, particularly if security and safety is in doubt.

Trip Advisor Initials: SC

Curricular / Instructional

Instructional Objectives (Be specific, include outcomes, desired proficiency level and how you will measure the standards and district curriculum goals it meets.):

To build a strong connection as a team, bonding, being able to practice outdoors, play outdoors, and play a part of our schedule down there to prepare for our season in NY, as well as prevent log jam of games due to weather

Preparation Activities (How will the student be prepared to for the trip as an instructional activity?):

We will be holding practices ahead of the trip, as well as some scrimmages

On Trip Activities (What instructional activities will occur on the trip?):

Bonding, Practices, Games

Follow-Up Activities (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?):

Daily and Weekly reflection upon each day and week to determine our areas of strengths and areas that we need to improve

What instructional provisions have been made to help participants keep up with other classes that they will miss?

There will be time allocated to rest and recovery while we are down there to accommodate any school work that is needed

What specific plans have been made for the continued instruction of those students who will not participate in the field trip?

Everyone will be able to attend, if the cost is an issue the booster will provide the resources to allow the player to attend

Other remarks about trip not included in any of the above fields:

This is a huge highlight of the year and helps make memories that last a life time for the student athletes in the program. It is a great opportunity for the team to not only bond with each other but to grow and learn about one another and develop an inseparable bond

Approvals:

Building Principal Initials:



Date:

11/21/23

Director Initials:

PI

Date:

11/21/23

Superintendent Initials:

MP

Date:

11/27/23

Board Approval Date:

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Pittsford Schools

Field Trip Approval Form (Athletic/Secondary)

This form must be filled out for every district field trip. Complete and submit at least three months in advance for an overnight, out of state or out of country trip and 30 days for a day trip.

Date of application: 10/2/2023

School Requesting Trip: SHS

Date(s) of trip: 3/29-4/4 or 4/5, 2024

Classification of trip: (Check all that apply)

- Day Trip
- Overnight without missing instructional time
- Overnight with missing instructional time
- Out of state
- Out of country

Type of field trip: Athletic Varsity Baseball Games

Class/Club/Team Name Participating in the Trip:

Sutherland Varsity Baseball

Reason for Trip:

A team bonding trip that we have taken since 2005. It is one of the highlights of the season and memories for the student athletes. We will play 4-5 games and a scrimmage down there which helps prepare us for our season. It also helps eliminate a log jam of games and making sure we can get all games in due to inclement weather. Its a great way to work on skills and be outside on a field when the weather here is typically not appealing.

Trip Initiator(Teacher/Advisor/Coach):

Brandon DeRosa
First Name Last Name

Trip Initiator Email: brandon_derosa@pittsford.monrc

Number of substitute teacher(s) to be needed for the date(s) of the trip? None

TRIP LOGISTICS

Have both the district and building calendars been checked for conflicts?

Yes No
none

Identify conflicts:

Trip Destination Address: (if overnight trip, provide name and address of overnight lodging)

Name: Cal Ripken Experience

Street Address: 3051 Ripken Way

City: Myrtle Beach

State: South Carolina

Zip: 29577

Date(s) of Departure from School: 3/28 evening after school

Time(s) of Departure from School: around 5 pm

Date(s) of Return to School: 4/5

Time(s) of Return to School: late night or early morning

Estimated round trip miles: 1564 miles

Estimated Number of Students participating in trip: 20

Estimated Number of PCSD Chaperones participating in trip: 3

Estimated Number of Parent Chaperones participating in trip: 0

Is a nurse needed to attend the trip? No

Are you aware of the process for collecting, administering, distributing and securing medication? Yes

Are you aware of the process for accommodating students with IEP's, allergies, and/or medical conditions? Yes

Is trip insurance available for this trip?

Yes No, Explain

Type of transportation. Check all that apply:

- Pittsford School Bus
- Non-Pittsford School Bus
- Commercial Tour Bus
- Train
- Airplane
- Other

TRIP COSTS - Expenses

Are you aware of any students who may require alternative financial support in order to attend? Yes - Specify how you will provide funds for eligible students

If a student is unable to pay for trip, booster club will cover it.

Estimated trip cost per student: \$ 1,200.00

Additional costs per student (spending money, event fees, food, gratuities, etc):\$ included

Estimated Trip Insurance fee per student (if applicable): \$ included

TRIP FUNDING - Payments

Student payments will be made to: Other, please specify Booster club

Please describe any fundraising (if involved):

Pancake breakfast, pizza coupon books, others but not decided yet

Supervision of Overnight, Extended, Out-of-State, Out-of-Country Trips

Name of Tour Company used to manage trip: Looking to get a travel company down in Myrtle to drive the tea

Date of Parent Informational Meeting: 3/13/23

Date of Chaperone Meeting: 3/13/23

Supervision Details i.e. baggage checks, curfews, room check-ins, non-direct supervision activities:

Bag checks before we leave for Myrtle. Each night there is a 10 pm curfew where players need to be in their rooms.

Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct
Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.

Trip Adviser Initials: BD

Trip Adviser will provide participants with the field trip cancellation policy and will obtain confirmation that all participants have read this policy.

Policy 8460: The Superintendent or designee reserves the right to cancel a field trip, particularly if security and safety is in doubt.

Trip Adviser Initials: BD

Curricular / Instructional

Instructional Objectives (Be specific, include outcomes, desired proficiency level and how you will measure the standards and district curriculum goals it meets.):

To build connections as a team, bonding, have outdoor practices when weather is not great in Rochester. We will also play 4 games and a scrimmage to get our team ready for the upcoming schedule back home. This gives us an advantage

Preparation Activities (How will the student be prepared to for the trip as an instructional activity?):

The students will be practicing ahead of time in preparation for our games and scrimmages.

On Trip Activities (What instructional activities will occur on the trip?):

Team bonding, practice, games.

Follow-Up Activities (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?):

We will reflect as a team, adjust to what we need to improve on as a team and incorporate that into our practices.

What instructional provisions have been made to help participants keep up with other classes that they will miss?

Student athletes will have down time during each day to get any school work done.

What specific plans have been made for the continued instruction of those students who will not participate in the field trip?

We encourage all student athletes to attend the trip, if a player can not afford it, we will find a way as a booster club to pay for the players trip.

Other remarks about trip not included in any of the above fields:

This is one of the highlights of the players careers during Sutherland Baseball. The students have a great bonding experience with their teammates and coaches and we play great out of state competition that enhances our on field abilities.

Approvals:

Building Principal Initials:

WR

Date:

11/27/23

Director Initials:

PI

Date:

11/21/23

Superintendent Initials:

MP

Date:

11/27/23

Board Approval Date:

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Personnel

SUBJECT: REMOTE WORKING

Generally, the District believes that its goals and objectives are best served when employees work in-person on District premises. However, the District recognizes that, in certain circumstances, remote working or telecommuting may be advantageous to both the employee and the District. It may also be necessary in the event of an extraordinary circumstance such as widespread illness, natural disaster, or other emergency situation.

When making decisions about remote working, the District will take into consideration any applicable laws, regulations, collective bargaining agreements, or existing policies and procedures. This policy will be superseded by any conflicting law, regulation, or collective bargaining agreement.

Remote Working Arrangements

Remote working is not an entitlement or a District-wide benefit. The ability to work remotely is completely at the discretion of the District. Except where specifically provided by an applicable collective bargaining agreement, employees will not be permitted to file a grievance as a result of a denial of their request to work remotely.

Upon request, an employee's supervisor, in conjunction with the Superintendent or designee, may grant an employee a full-time, part-time, or short-term remote work arrangement provided that the employee's work is able to be performed remotely and the employee has consistently demonstrated the ability to effectively work independently.

Extraordinary Circumstances

In the event of an extraordinary circumstance such as widespread illness, natural disaster, or other emergency situation, it may be necessary to establish remote working arrangements for some or all employees. In these circumstances, the District will notify employees of whether they are expected to work at home full-time, part-time, or not at all. The District retains the right to change the remote working arrangement for any employee at any time.

Continuity of Work

Unless specifically agreed upon, working remotely will not alter an employee's work schedule, job duties, compensation, benefits, or any other term and condition of employment. Further, while working remotely, employees will be required to remain available during their normal workhours via email, phone, or other means. Failure to respond in a reasonable time frame may result in discipline and/or termination of the remote work arrangement.

Compliance with District Policies and Procedures

District employees who are working remotely are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would if they were working

(Continued)

2023

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Personnel

SUBJECT: REMOTE WORKING* (Cont'd.)

on District premises. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and copyright. Engaging in prohibited conduct may result in disciplinary action as warranted.

Adoption Date: 11/28/23 (first reading)

7516 - PEDICULOSIS (HEAD LICE)

Few conditions seem to cause as much concern in schools and homes as an infestation of head lice in children. Students in the elementary grades (ages 3 through 10) are the most likely target hosts for these insect pests. Head lice do not respect socio-economic class distinctions and their presence does not indicate a lack of hygiene or personal cleanliness. Recent medical recommendations from both the American Association of Pediatrics (AAP) and the National Association of School Nurses (NASN) do not treat head lice as an illness that necessitates an absence from school and have shown that the contagion does not spread as easily as once thought. Therefore, the Board of Education does not condone the absence of students from school for unnecessary reasons and considers head lice an unnecessary absence that impedes a student's educational progress.

In order to control infestations of head lice (Pediculosis), the Board of Education has adopted the following protocols:

- a) Whenever there is a possibility that a student is infested, trained staff or the school nurse checks the student and will contact the student's parents. If a diagnosis of live lice is confirmed, the student is sent home to be treated with an FDA approved product. This can happen at the end of the school day. An infested student will not return to school unless an FDA approved corrective treatment has been given and the student is free of active lice. Current treatment protocols make this possible in less than twenty-four (24) hours. Parents may be asked to have a physician prescribe medication for treatment.
- b) A student who has been infested will be readmitted to school after successfully completing an examination by the school nurse.
- c) School staff will work with parents to minimize student absence caused by exposure to head lice. An infested student is not sick and is not a danger to other students. Excessive and unnecessary absences affect a student's educational progress.
- d) School staff will protect student privacy and maintain confidentiality of medical information when infestations are detected.
- e) School staff will also work to minimize the social stigma that is unfairly attached to victims of head lice infestations. Head lice are not caused by poverty or unsanitary conditions. Students will not be separated from their peers or singled out as infested. All staff will learn proper precautions to prevent further spread of the infestation.

Regulations will be developed to provide guidelines on the detection and treatment of head lice, as well as classroom procedures for dealing with affected students.

Adoption Date: 11/5/12, 11/28/23 (first reading)