

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
TUESDAY, AUGUST 8, 2023  
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL  
(LINK TO PUBLIC VIEWING ON WEBSITE)

AGENDA  
**5:00 P.M.**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA **(BOARD ACTION)**
- IV. ANNUAL PUBLIC HEARING - CODE OF CONDUCT
- V. APPROVAL OF MINUTES: **July 11, 2023-Reorganizational and  
and Regular Meeting** **(BOARD ACTION)**
- VI. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board Leadership – next meeting – 9/6/23 – **5:45 p.m.**
    - 2. Executive Committee – next meeting – 10/11/23 9
    - 3. Information Exchange Committee – next meeting – 9/13/23
    - 4. Labor Relations Committee – next meeting – 9/20/23
    - 5. Legislative Committee – next meeting – 9/6/23 - **Noon**
    - 6. Steering Committee – next meeting – 8/9/23
  - B. Other Meeting Reports
  - C. Dates to Remember
    - 1. 9/7/23 – Schools Open
    - 2. 9/12/23 – Next Regularly Scheduled Meeting
- VII. FINANCIAL REPORT – Mr. Vespi
  - A. Action Items:
    - 1. Year-End Transfer to Reserve Funds **(BOARD ACTION)**
    - 2. Tax Levy Approval and Tax Collection Process **(BOARD ACTION)**
    - 3. Student Transportation Contracts **(BOARD ACTION)**
    - 4. Temporary Deputy Purchasing Agent **(BOARD ACTION)**
    - 5. Bid Awards (**See Consent Agenda**)
      - a. Disposal of School District Outdated Textbooks/Library Books
      - b. Security Guard Services
      - c. BOCES 2 Cooperative Milk and Juice Supply
  - B. Discussion:
    - 1. Professional Service Contracts Report
  - C. Other:
- VIII. HUMAN RESOURCE REPORT – Mr. Clark
  - A. Action Items:
    - 1. Professional Staff Report **(BOARD ACTION)**
    - 2. Support Staff Report **(BOARD ACTION)**
  - B. Discussion:
  - C. Other:

IX. STUDENT SERVICES REPORT – Mrs. Cutaia

- A. Action Items:
- B. Discussion:
  - 1. ENL Presentation
- C. Other:

X. SPECIAL EDUCATION REPORT – Ms. Woods

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

XI. SUPERINTENDENT’S REPORT – Mr. Pero

- A. Action Items:
  - 1. Call for Executive Session **(BOARD ACTION)**
  - 2. **Policy Recommendation and Approval (See Consent Agenda)**
    - a. #8330-Objections to Instructional Materials, Controversial Issues and Library Materials
- B. Discussion:
- C. Other:

XII. 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 #8330

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. PUBLIC COMMENT: **Public Comment Submission Form can be found at**  
*[pittsfordschools.org/publiccomment](http://pittsfordschools.org/publiccomment)*

XVI. ADJOURNMENT/RECESS

**(BOARD ACTION)**

Next regularly scheduled meeting: **September 12, 2023 – 7:00 p.m.**

***Mission:** The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.*

*For school district information, visit our website at [pittsfordschools.org](http://pittsfordschools.org)*

For Board  
Approval

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
Board of Education Meeting  
Tuesday, July 11, 2023  
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 11, 2023.

BOARD MEMBERS PRESENT: R. Scott, J. Casey, D. Berk, E. Kay, S. Pelusio, R. Sanchez-Kazacos  
BOARD MEMBERS ABSENT: K. Huels (Oath of office given on July 18, 2023 @ 11:28 am by District Clerk)  
LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, S. Clark, S. Cutaia, M. Vespi, M. Ward, N. Wayman

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 administered the Oath of Office to District Clerk, Mrs. Deborah Carpenter.
3. Mrs. Carpenter administered the Oath of Office to re-elected Board member Mrs. Robin Scott.
4. Motion was made by Mr. Casey, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for the Reorganization Meeting. **APPROVED:  
AGENDA**  
Vote: Unanimously carried by those present
5. A nomination was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Pelusio and carried electing Mrs. Robin Scott to the office of President of the Pittsford Central School District Board of Education for the 2023/2024 school year. **APPROVED:  
R. SCOTT  
PRESIDENT**  
Vote: Unanimously carried by those present
6. Mrs. Carpenter administered the Oath of Office to President Scott.
7. A nomination was made by Mrs. Pelusio, seconded by Mrs. Sanchez-Kazacos and carried electing Mr. Jeff Casey to the office of Vice-President of the Pittsford Central School District Board of Education for the 2023/2024 school year. **APPROVED:  
J. CASEY  
VICE-PRESIDENT**  
Vote: Unanimously carried by those present
8. Mrs. Carpenter administered the Oath of Office to Vice-President Casey.
9. Mrs. Carpenter administered the Oath of Office to Superintendent Pero.
10. Motion was made by Mr. Casey, seconded by Mrs. Kay regarding the following resolutions: **APPROVED:  
APPOINTMENTS**  
Vote: Unanimously carried by those present

BE IT RESOLVED, that the below listed appointments be approved for the 2023/2024 school year, retroactive to July 1, 2023, with ratification for their acts performed in the ordinary course of their duties.

2.

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. Newly elected Board member, Ms. Kim Huels will be given her Oath of Office and sworn in, next week.

DISTRICT CLERK	Deborah Carpenter	\$23,284
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Rachel Smith	-----
INTERNAL CLAIMS AUDITOR	Ginny Winter	\$23.65/hr.
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	Cynthia Heagerty	\$26.63/hr.
DEPUTY (SUBSTITUTE) PURCHASING AGENT	Scotti Rodriguez	-----
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 2023/2024 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 2023/2024 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 2023/2024 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 2023/2024 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 2023/2024 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 2023/2024 school year.

BE IT RESOLVED that the Board of Education, pursuant to Section 200.5(j) (3) of the Regulations of the Commissioner of Education, hereby appoints the president or vice president of the Board of Education, each such individual empowered to act alone, to make an appointment of the Impartial Hearing Officer when a special education impartial hearing is requested or initiated under Part 200 of the Regulations of the Commissioner of Education, for the 2023/2024 school year.

11. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Pelusio and carried regarding the following designations:  
Vote: Unanimously carried by those present

**APPROVED:  
DESIGNATIONS**

<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 designates the following dates as Regular Meetings for the 2023/2024 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2024 meetings:

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

July 11 - Tuesday Reorganization/Regular Meeting (5:00 p.m.)  
 August 8 - Tuesday (5:00 p.m.)  
 September 12 - Tuesday  
 October 17 - Tuesday  
 November 28 - Tuesday  
 December 12 - Tuesday  
 January 9 - Tuesday  
 January 23 - Tuesday  
 February 6 - Tuesday - 6:00 Work Session/7:00 Regular Meeting  
 February 27 - Tuesday - 6:00 Work Session/7:00 Regular Meeting  
 March 12 - Tuesday - 6:00 Work Session/7:00 Regular Meeting  
 April 16 - Tuesday - Budget Adoption and Regular Meeting  
 May 14 - Tuesday - Regular Meeting and Budget Hearing  
 May 21 - Tuesday - Annual Mtg. - Budget Vote/BOE Election (7 am - 9 pm)  
 June 11 - Tuesday

Summer 2024

July 9 - Tuesday - Reorganization/Regular Meeting (5:00 p.m.)  
 July 9/10 (Summer Leadership Workshop) Location/Times TBD  
 August 13 - Tuesday - Regular meeting (5:00 p.m.)

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

October 11, 2023  
 February 13, 2024  
 April 10, 2024  
 June 11, 2024

4.

Building tours: These are done on the same day as monthly Board visits

7:15 a.m. Elementary

7:30 a.m. Secondary

Audit Oversight Committee Meetings – 3:30-4:30 p.m. – Superintendent’s Conference Room

October 4, 2023

December 6, 2023

May 29, 2024

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 2023/2024 school year.

12. Motion was made by Mrs. Kay, seconded by Mr. Berk and carried regarding the following resolutions:

**APPROVED:  
AUTHORIZATIONS**

Vote: Unanimously carried by those present

BE IT RESOLVED that the Assistant Superintendent for Business, and in his absence, the Superintendent, be authorized to certify payrolls for the 2023/2024 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 2023/2024 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2023/2024 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)	\$250
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 2023/2024 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 2023/2024 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 2023/2024 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 2023/2024 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 2023/2024 school year.

BE IT RESOLVED, that the District for the 2023/2024 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 2023/2024 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 2023/2024 school year.

<b>Title</b>	<b>Card Holder</b>	<b>Per Use Limit</b>	<b>Daily Limit</b>
Purchasing Agent/ BOE Officer	L. Pawluckie	\$ 10,000	\$ 50,000
Purchasing Agent/BOE Officer	L. Pawluckie (Accounts Payable)	500,000	1,000,000
Director of Transportation	C. Grove	5,000	9,000
School District Clerk	D. Carpenter	3,000	5,000
Director of Operations, Maintenance & Security	PCSD Maintenance Department J. Beardsley (card authorized users: J. Ross, S. 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

6.

13. The following committee participation was determined by the Board of Education members for the 2023/2024 school year.

BOARD COMMITTEE APPOINTMENTS

- A. Monroe County School Boards Association Committees
  - 1. Executive Mike Pero, Superintendent  
Robin Scott, BOE President
  - 2. Legislative Sarah Pelusio, Co-chair  
Emily Kay (Alt)
  - 3. Labor Relations Dave Berk  
Emily Kay (Alt)
  - 4. Information Exchange Kim Huels  
Emily Kay (Alt)
  - 5. Board Leadership Robin Scott, BOE President  
Jeff Casey, 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 President, Vice-President, Superintendent  
District Leadership
  - 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. Robin Scott will serve as an ex-officio member of the self-evaluation subcommittee work.
    - a. Community Engagement – \*René Sanchez-Kazacos, Emily Kay, Kim Huels
    - b. BOE Insight Articles/Communication – \* Sarah Pelusio, Jeff Casey, Dave Berk



REGULAR MEETING  
July 11, 2023

1. Mrs. Scott called the Regular Meeting to order at 5:11 p.m.
  2. 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 agenda for this evening's meeting.  
Vote: Unanimously carried by those present **APPROVED:  
AGENDA**
  3. Motion was made by Mrs. Kay, seconded by Mr. Berk and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 13, 2023, meeting.  
Vote: Unanimously carried by those present **APPROVED:  
MINUTES  
6/13/23**
  4. Board/Other Reports: Mrs. Scott noted the dates to remember.
  5. Board members participated in reading the commitment of service documents (Board Governing Mission and Communications Agreement). Both documents will be signed by all Board members and posted online.
  6. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby adopt the 2023/2024 Board Governing Mission as presented.  
Vote: Unanimously carried by those present **ADOPTED:  
BOARD  
GOVERNING  
MISSION**
  7. Motion was made by Mr. Berk, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby adopt the 2023/2024 Board Communications Agreement as presented.  
Vote: Unanimously carried by those present **ADOPTED:  
BOARD  
COMMUNICATIONS  
AGREEMENT**
  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 accepts the Treasurer's Report for the period ending May 31, 2023.  
Vote: Unanimously carried by those present **ACCEPTED:  
TREASURER'S  
REPORT**
  9. Motion was made by Mrs. Pelusio, seconded by Mr. Casey and carried regarding the following resolution:  
Vote: Unanimously carried by those present **APPROVED:  
SECURITY GUARDS  
RFP**
- BE IT RESOLVED, that the purchasing agent has the authority to award contracts based on request for proposals (RFP) received during the July 11<sup>th</sup> to August 8<sup>th</sup> period subject to the following conditions:
1. The District intends to award a contract on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers, or to cancel this RFP, in part, or in its entirety, if it is in the best interest of the District.
  2. The Purchasing Agent makes a determination, in writing, that the accepted vendor (a) complies with all RFP specifications, and (b) that in his/her judgement there is no question as to whether the proposer is a "responsible proposer";
  3. A written report detailing the product(s), the proposals received, and the contract(s) awarded by the Purchasing Agent shall be provided to the Board at its next regular meeting for approval.

8.

10. Motion was made by Mrs. Kay, seconded by Mr. Berk and carried regarding the following resolution:

Vote: Unanimously carried by those present

**APPROVED:  
PRINTING SERVICES  
RFP**

BE IT RESOLVED, that the purchasing agent has the authority to award contracts based on request for proposals (RFP) received during the July 11<sup>th</sup> to August 8<sup>th</sup> period subject to the following conditions:

1. The District intends to award a contract on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers, or to cancel this RFP, in part, or in its entirety, if it is in the best interest of the District.
2. The Purchasing Agent makes a determination, in writing, that the accepted vendor (a) complies with all RFP specifications, and (b) that in his/her judgement there is no question as to whether the proposer is a "responsible proposer";
3. A written report detailing the product(s), the proposals received, and the contract(s) awarded by the Purchasing Agent shall be provided to the Board at its next regular meeting for approval.

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

Vote: Unanimously carried by those present

**APPROVED:  
CAMPUS CONST.  
MANAGEMENT  
PROPOSAL**

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby accept the Proposal for Construction Management Services from Campus Construction Management in the total amount of Four Million, Seventy- eight Thousand, One Hundred Thirty-five Dollars (\$4,078,135) for services in conjunction with the Capital Project approved by voters on March 28, 2023.

BE IT ALSO RESOLVED, the Board approves the rate of Ninety Dollars (\$90.00) per hour for the cost of one additional field manager should it be deemed necessary.

12. Motion was made by Mr. Berk, seconded by Mr. Casey and carried regarding the following resolution:

Vote: Unanimously carried by those present

**APPROVED:  
SEI DESIGN GROUP  
AGREEMENT**

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District at its regular meeting July 11, 2023 does hereby accept the agreement in the amount of Four Million, One Hundred Seventy Five Thousand, Two Hundred and Six Dollars (\$4,175,206) from SEI Design Group Architects, P.C. for services required for construction, upgrades and installations with a fee of Fifteen Thousand Dollars (\$15,000) per month for construction continuing past May 2026, as approved by the voters on March 28, 2023.

13. 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 Tax Certiorari Settlement – Buckingham Properties LLC and Oak Hill Commons LLC as presented.

Vote: Unanimously carried by those present

**APPROVED:  
TAX CERTIORARI  
SETTLEMENT**

14. 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 does hereby approve the transportation contract with the Monroe #1 BOCES estimated to be Fifty-One Thousand, Six Hundred Fifty Dollars and Zero Cents (\$51,650.00) to transport

**APPROVED:  
BOCES #1  
TRANSPORTATION  
CONTRACT – ESY 2023**

and provide attendant/aide services to Pittsford Central School District students with special needs for the Extended 2023 School Year.

Vote: Unanimously carried by those present

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

**APPROVED:  
PROFESSIONAL  
STAFF REPORT**

Vote: Unanimously carried by those present

#### A. Salary Adjustment- Managerial Confidential

Name: Deborah Carpenter  
 Position: Executive Assistant to the Superintendent of Schools  
 Type of Position: Full Time  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Certification: Civil Service- Office Clerk III  
 Salary: \$71,752.00  
 Effective Date: 07/01/2023

Name: Tammy Vanderbilt  
 Position: Human Resources Assistant  
 Type of Position: Full Time  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Certification: Civil Service- Office Clerk II  
 Salary: \$61,591.00  
 Effective Date: 07/01/2023

#### B. Appointment – Administrator

Name: Maria Hill  
 Position: Coordinator of Social Emotional Learning  
 Type of Position: Probationary  
 Tenure Area: Coordinator of Social Emotional Learning  
 Probationary Period: 07/01/2023 – 06/30/2026  
 Certification: Professional  
 Salary: \$112,032.00  
 Effective Date: 09/05/2023

Name: Patrick Irving  
 Position: Director of Athletics  
 Type of Position: Probationary  
 Tenure Area: Director of Athletics  
 Probationary Period: 07/01/2023 – 06/30/2026  
 Certification: Professional  
 Salary: \$148,000.00  
 Effective Date: 08/15/2023

#### C. Appointment – Certificated Staff

Name: Sarah Miller

## 10.

Position: MHS .5 English  
Type of Position: Part Time  
Tenure Area: English  
Probationary Period: N/A  
Certification: Professional  
Salary: \$27,711.00  
Effective Date: 09/05/2023

Name: Caitlin Nobles  
Position: PRE Special Education  
Type of Position: Probationary  
Tenure Area: Special Education  
Probationary Period: 09/05/2023 – 09/04/2027  
Certification: Initial  
Salary: \$51,056.00  
Effective Date: 09/05/2023

Name: Haleigh Echard  
Position: TBD Elementary  
Type of Position: Probationary  
Tenure Area: Elementary  
Probationary Period: 09/05/2023 – 09/04/2027  
Certification: Initial  
Salary: \$54,581.00  
Effective Date: 09/05/2023

Name: Lindsay Howard  
Position: TRE .5/MHS .5 Music  
Type of Position: Probationary  
Tenure Area: Music  
Probationary Period: 09/05/2023 – 09/04/2026  
Certification: Professional  
Salary: \$56,403.00  
Effective Date: 09/05/2023

Name: Barbara Kuder Duttinger  
Position: MCE .5 Reading  
Type of Position: Part Time  
Tenure Area: Reading  
Probationary Period: N/A  
Certification: Professional  
Salary: \$29,963.00  
Effective Date: 09/05/2023

Name: Miles Fox  
Position: SHS .5/MHS .1 Social Studies  
Type of Position: Part Time  
Tenure Area: Social Studies  
Probationary Period: N/A  
Certification: Initial  
Salary: \$30,163.00  
Effective Date: 09/05/2023

Name: Rebekah Ebersole  
 Position: MCE .6/SHS .4 Speech and Language  
 Type of Position: Probationary  
 Tenure Area: Speech and Language Disabilities  
 Probationary Period: 09/05/2023 - 09/04/2027  
 Certification: Initial  
 Salary: \$52,476.00  
 Effective Date: 09/05/2023

Name: Rory Foster  
 Position: MHS Social Studies  
 Type of Position: Probationary  
 Tenure Area: Social Studies  
 Probationary Period: 09/05/2023 - 09/04/2026  
 Certification: Initial  
 Salary: \$57,213.00  
 Effective Date: 09/05/2023

Name: Christopher White  
 Position: CRMS Science  
 Type of Position: Probationary  
 Tenure Area: Science  
 Probationary Period: 09/05/2023 - 09/04/2026  
 Certification: Professional  
 Salary: \$68,307.00  
 Effective Date: 09/05/2023

Name: Michael Cantatore  
 Position: MHS English  
 Type of Position: Probationary  
 Tenure Area: English (Language Arts)  
 Probationary Period: 09/05/2023 - 09/04/2026  
 Certification: Professional  
 Salary: \$55,902.00  
 Effective Date: 09/05/2023

D. Appointment - Certificated Staff - part time to probationary

Name: Kimberly Winters  
 Position: TRE Kindergarten  
 Type of Position: Probationary  
 Tenure Area: Elementary  
 Probationary Period: 09/05/2023 - 09/04/2026  
 Certification: Professional  
 Salary: \$58,492.00  
 Effective Date: 09/05/2023

E. Appointment - Certificated Staff - part time to full time

Name: Samantha Gulisano  
 Position: TRE Reading  
 Type of Position: Tenure

## 12.

Tenure Area: Reading  
Probationary Period: N/A  
Certification: Professional  
Salary: \$70,550.00  
Effective Date: 09/05/2023

Name: Elizabeth Day  
Position: PRE Reading  
Type of Position: Tenure  
Tenure Area: Reading  
Probationary Period: N/A  
Certification: Professional  
Salary: \$69,803.00  
Effective Date: 09/05/2023

### F. Certificated Staff – Correction of Tenure Area

Name: Brittany Heffler  
Position: TBD Elementary  
Type of Position: Probationary  
Tenure Area: Elementary  
Probationary Period: 09/05/2023 – 09/04/2027  
Certification: Initial  
Salary: \$53,610.00  
Effective Date: 09/05/2023

### G. Appointment – School Related Professional - Correction

Name: Jennifer Shaffer  
Position: SHS Tutor  
Type of Position: Full Time  
Salary: \$42,189.00  
Effective Date: 09/05/2023

### H. Appointment – School Related Professional - Auxiliary

Name: Kelli Hawryschuk  
Position: Performing Arts Coordinator  
Type of Position: Full Time  
Salary: \$78,021.00  
Effective Date: 07/01/2023

### I. Appointment – Managerial & Confidential

Name: Jill Adams  
Position: Personnel Clerk  
Type of Position: Full Time  
Salary: \$46,800.00  
Effective Date: 07/24/2023

J. Resignation for Retirement – School Related Professional – Correction of Date

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Position</u>	<u>Yrs. In District</u>	<u>Retirement Date</u>
Joan	Morrett	MHS	CSE Assigned	15.9	06/13/2023

K. Resignation – Teacher - letter attached  
Paige LaBarr

L. Resignation – Teacher – Correction  
Ryan Bell

M. Resignation – School Related Professional – letters attached  
Alyson Grossman  
Hayden Meyer  
Madeline Britt

N. Resignation – School Nurse  
Jacqueline Morris

16. Motion was made by Mr. Casey, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent’s recommendation, approves the following Support Staff Report:  
Vote: Unanimously carried by those present

**APPROVED:  
SUPPORT  
STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Julie Swagler-Reynolds	Office Clerk III	Lomb	37.5 hrs.	07/01/2023	\$36,687.00

TRANSPORTATION

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Shawn Drake	Bus Dispatcher	TMF	40 wk.	06/26/2023	\$50,981.00

CUSTODIAL/MAINTANANCE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Michael Kier	Maintenance/ Grounds	TMF	40 wk.	06/26/2023	\$31,533.00
Richard Petrossi	Cleaner	SHS	10 wk.	06/17/2023	\$15.00 hr.
Aiden LaJuett	Summer Helper	DO	per diem	06/22/2023	\$14.30 hr.
Gavin LaJuett	Summer Helper	DO	per diem	06/22/2023	\$14.30 hr.

CUSTODIAL/MAINTENANCE

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Thomas Clark	Cleaner	ACE	1 wk.	06/15/2023
Richard Petrossi	Cleaner	SHS	1 wk.	06/24/2023
Edward Pretko	Cleaner	DO	2 months	06/30/2023
Timothy Kennelly	Security Guard	MHS	5 yrs.	06/30/2023

CUSTODIAL/MAINTENANCE

<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Jerome Miceli	Maintenance/ Mechanic	TMF	17.3	09/29/2023

14.

17. Motion was made by Mr. Berk, 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 by those present

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

	<u>2022 - 2023</u>	<u>2023 - 24</u>
Tutors –		
In-hospital students	23.00/hr.*	23.00/hr.*
Lifeguards (school year)	16.50/hr.	17.00/hr.
Accompanist	17.50/hr.	18.00/hr.
Substitute Teachers—Minimum 2 yrs. of college	110.00/day	110.00/day
Substitute Teachers— Minimum 2 yrs. of college --after 15 days consecutive for same teacher	N/A	120.00/day
Substitute Teachers—Certified Teacher	130.00/day	135.00/day
Substitute Teachers— Certified Teacher --after 15 days consecutive for same teacher	140.00/day	145.00/day
Substitute Teachers—Retired PCSD	145.00/day	150.00/day
Substitute Paraprofessionals	15.00/hr.	15.00/hr.
Kindergarten Screeners (district and non-district)	27.00/hr.	27.00/hr.
Administrative Substitute	250.00/day	300.00/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.	15.00/hr.
District Physician	36,403/yr.	40,043/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.

18. Motion was made by Mrs. Kay, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Maintenance, Custodial and Mechanics Handbook as presented.

Vote: Unanimously carried by those present

**APPROVED:  
MAINTENANCE/  
CUSTODIAL/MECHANICS  
HANDBOOK**

19. Special Education Report: Ms. Woods noted that CSE and CPSE recommendations are on the Consent Agenda.

20. Mr. Pero congratulated newly appointed athletic director, Patrick Irving.

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

Vote: Unanimously carried by those present

**APPROVED:  
VOLUNTEER FIRST  
RESPONDER PROPERTY  
TAX EXEMPTION**

WHEREAS, Real Property Tax Law Section 466-k provides that the primary residence of an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service or such enrolled member and spouse, shall be exempt from taxation to the extent of ten percent of the assessed value of such property for the school district, upon the adoption by the Board of Education of such district of a resolution providing therefore; and



WHEREAS, this Board of Education, following a public hearing considering the adoption of such a resolution, having determined that such adoption would be appropriate and beneficial to the residents of this district being served by such members;

NOW, THEREFORE, BE IT RESOLVED that this Board of Education does hereby adopt the provisions of Real Property Tax Law Section 466-k to the effect that the primary residence of an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who accrues more than twenty years of active service and is so certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, shall be exempt from taxation to the extent of ten percent of the assessed value of such property for the school district for the remainder of his or her life as long as the subject property is his or her primary residence; and be it further

RESOLVED, that each incorporated volunteer fire company or fire department within the District shall file a notice annually with the Assessor of each Town in Monroe County where the District is located, certifying its enrolled members with two (2) or more years of service, and listing the number of years of service served by each such enrolled member together with the enrolled member’s residence address. The certification shall provide the required information as of the taxable status date for each year (i.e., March 1)

RESOLVED, that the respective assessors of the Towns of Pittsford, Brighton, Mendon, Perinton and Penfield, are hereby designated to receive the applications filed for such exemption; and be it further

RESOLVED, that it shall be the responsibility of the applicant for exemption to annex the certification required pursuant to Real Property Tax Law Section 466-k, Subdivision 2(d) to the application for exemption to be filed with the assessor unless such applicant is included on a current certified roll of qualified applicants filed with the assessor by the authority having jurisdiction for the incorporated volunteer fire company or fire department or incorporated voluntary ambulance service; and be it further

RESOLVED. That this resolution shall remain in effect until revoked or otherwise acted upon by this Board of Education.

22. Superintendent’s Report: Mr. Pero reflected on past summer workshops and spoke on the focus of this year’s summer leadership workshop (best practices relating to instruction). He thanked everyone who facilitated and attended.

23. Motion was made by Mr. Casey, 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 by those present

**APPROVED:  
CONSENT  
AGENDA**

**Bid Awards:**

Cheer Apparel	Rebel Athletic Inc.	\$5,454.00
23-24 Milk & Juice	Various Vendors	\$70,077.31 (Estimated)

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

Sub-Committee on Special Education: Amendments, Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Reviews, Reevaluation/Annual Reviews, Requested Reviews, Requested Review CPSE to CSE Transitions.

16.

Committee on Preschool Special Education: Annual Reviews, Reevaluation/Annual Reviews, Initial Eligibility Determination Meetings, Amendment – Agreement No Meetings, Requested Reviews, Transfer Student – Agreement No Meeting.

Policy Approval: #8450 – Home, Hospital or Institutional Instruction (Homebound Instruction).

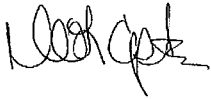
24. Public Comment: Two people addressed the Board in person and Mrs. Scott read one public comment. Mr. Pero shared that it is the Districts job to provide an affirming supportive environment for 6000 students of all levels of diversity. He also shared his appreciation for differences of opinions.

25. 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 approves the adjournment of its Reorganization and Regular Meetings at 5:45 p.m.

**APPROVED:  
ADJOURNMENT**

Vote: Unanimously carried by those present

Respectfully submitted,



Deborah L. Carpenter  
School District Clerk

# Pittsford Schools

Administrative Offices  
75 Barker Road – East Wing  
Pittsford, NY 14534  
**585.267.1077**


fax: 585.381.9368

Michael\_Vespi@pittsford.monroe.edu

Michael Vespi  
*Assistant Superintendent for Business*

Date: August 2, 2023

To: Michael Pero, Superintendent of Schools

From: Mike Vespi, Assistant Superintendent for Business 

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 8, 2023, regular meeting:

## **Capital Reserve for Transportation Vehicles 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 Nine Hundred Eighty-Three Thousand Five Hundred Eighty Dollars (\$2,983,580) of unappropriated fund balance from the General Fund as of June 30, 2023 to the "Capital Reserve Fund - Purchase of Buses" pursuant to its authority under a proposition approved by the voters on May 16, 2023.

**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 Four Million Dollars (\$4,000,000) of unappropriated fund balance from the General Fund as of June 30, 2023 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, 2023 to the General Capital Instructional Technology Reserve Fund pursuant to its authority under a proposition approved by the voters on May 24, 2014.

**Capital Reserve for Swimming 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 One Million Five Hundred Thousand Dollars (\$1,500,000) of unappropriated fund balance from the General Fund as of June 30, 2023 to the General Capital Swimming Facility Reserve Fund pursuant to its authority under a proposition approved by the voters on May 16, 2023.

**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 Five Hundred Thousand Dollars (\$500,000) of unappropriated fund balance from the General Fund as of June 30, 2023 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 Eighty-Seven Thousand Six Hundred Twelve Dollars (\$987,612) of unappropriated fund balance from the General Fund as of June 30, 2023 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 Seven Hundred Thousand Dollars (\$700,000) of unappropriated fund balance from the General Fund as of June 30, 2023 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 at its regular meeting does hereby authorize the transfer of One Hundred Thousand Dollars (\$100,000) of unappropriated fund balance from the General Fund as of June 30, 2023 to the Workers' Compensation Reserve Fund pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on June 23, 2014.

*Cc:L. Reister*

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# Pittsford Schools

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Pittsford, NY 14534

585.267.1077

fax: 585.381.9368

Michael\_Vespi@pittsford.monroe.edu

Michael Vespi  
Assistant Superintendent for Business

Date: August 8, 2023  
To: Michael Pero, Superintendent of Schools  
From: Michael Vespi, Assistant Superintendent for Business   
Re: Tax Levy approval and Tax Collection Process

In order for the Board of Education to set the tax levy and move forward with the tax collection process, the following actions must take place:

1. Review and confirm the Tax Rolls;
2. Authorize the Tax Levy;
3. Sign and issue a Tax Warrant that allows the Town Tax Collector(s) to collect taxes for that town less any STAR exemptions.

In May, the voters approved the budget which became the district's spending plan for 2023-24. As part of the budget approval process, the voters also approved a tax levy that was below the required tax levy limit calculation. In August, the Board of Education is then charged with setting the actual tax levy. The approval of the tax levy occurs after each town finalizes property assessment which are sent to the district as a total taxable value from each town. It also allows time for the Office of Real Property Tax Services to finalize the equalization rates that are established for each town. The school tax rate is calculated using the tax levy, total assessed value as established by each town and the equalization rate that is established by Office of Real Property Tax Services. In essence, the school district only controls the tax levy. The other factors are controlled by other agencies.

In 2023-24, the voters approved a tax levy increase of \$83,925 or 0.08%. Assessed values for each town located within the district's Monroe County boundaries increased overall by 0.94% with a notable decrease in Perinton's assessed value and a slight decrease in Victor's assessed value. Equalization rates decreased in every town except Victor where the rate stayed the same at 89%. Typically, tax rates will decrease as assessed values increase and tax rates will increase if the equalization rate decreases. Since the tax levy increase was minimal, assessments generally increased and the equalization rates generally decreased, the net result was a tax rate reduction in every town except Brighton. Brighton's tax rate will increase largely due to a 19% drop in the equalization rate. Again, this factor is out of the school district's control. The tax rate increase in Brighton will impact 4.19% of the total taxes collected in the district. The overall tax rate in the district will decrease by **-0.82%** in comparison to the previous year where it increased by 1.78%. In Pittsford where 77.27% of the tax levy is allocated, the tax rate will decrease by **-1.06%**.

A tax rate calculation summary is attached for your review. Please note the various factors that have been outlined above along with the corresponding tax rates for each town

Based on the attached information and to be in compliance with the law and aforementioned requirements, I recommend the following resolution to be presented to wit:

### **2023-2024 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 \$111,953,359 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 \$1,196,992 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, 2023, without penalty, and for a period of 31 days thereafter with a two percent (2%) penalty, as provided by the statute.

*MV:nn*  
*C: L. Reister*

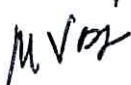
# Pittsford Schools

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Michael\_Vespi@pittsford.monroe.edu

Michael Vespi  
Assistant Superintendent for Business

Date: August 8, 2023  
To: Michael Pero, Superintendent of Schools  
From: Michael Vespi, Assistant Superintendent for Business   
Re: Student Transportation Contracts

Due to the significant driver shortage, the Director of Transportation is focusing on using the district's staff to complete in-district bus routes. The district has been trying to use contract transportation to complete out-of-district bus routes. Therefore, we are recommending using contract transportation to cover 12 private/parochial school bus routes some of which require 6 bus attendants and one wheelchair bus. The previous bid opened in the 2022-23 school year will be used along with a contract extension based on a 3.5% CPI increase. This increase is provided by New York State's Transportation Pupil Services division and will be used by every school district for the 2023-24 school year.

The bus contractor, Transpo Bus Services, LLC will provide the services with a total estimated amount of \$908,400. To secure NYS Transportation Aid on this contract, your signature and the Board of Education President's will be required on the included Form TCE for NYSED approval.

As we reviewed the budget implications of the contract renewal, it was necessary to increase the account code by \$108,400 to cover the full amount of the purchase order. The corresponding budget transfer has also been provided for your consideration.

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 contract extension to Transpo Bus Services, LLC, in the amount of \$908,400 commencing September 7, 2023, through June 26, 2024.

**BE IT FURTHER RESOLVED** that the Board of Education of the Pittsford Central School District approves the transfer of fiscal year 2023-2024 budget funds and instructs the District Treasurer to perform said transfer as follows:

To:	670-5540-400-0540	Contract Transportation	\$108,400
From:	830-9060-800-0809	Health Insurance	(\$108,400)

MV:nm



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# Pittsford Schools

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Michael Vespi  
*Assistant Superintendent for Business*

Date: August 8, 2023

To: Michael Pero, Superintendent of Schools

From: Michael Vespi, Assistant Superintendent for Business *MV*

Re: Temporary Deputy Purchasing Agent

The approved deputy purchasing agent has recently submitted a letter of resignation. I am recommending that Leeanne Reister, Director of Finance, be appointed as the Deputy Purchasing Agent until a replacement is hired. The timing of this appointment is critical since the district's purchasing agent will be unavailable due to a planned vacation from September 11<sup>th</sup> – September 15<sup>th</sup>, 2023.

For the Board of Education's consideration:

**BE IT RESOLVED** that the Board of Education at its regular meeting does hereby appoint Leeanne Reister, Director of Finance, as Deputy Purchasing Agent until such time that a new Deputy Purchasing Agent is hired.

*MV:nn*

*cc: Leeanne Reister*

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

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

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

BOE DATE: August 8, 2023

TOPIC: August 2023 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 December 19, 2022, 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.



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Michael Vespi, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR REJECTION OF ALL PROPOSALS

TO: Board of Education  
FROM: Michael Vespi, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie, Purchasing Agent)  
BOE DATE: August 8, 2023  
TOPIC: Security Guard Services  
Advertised Date: June 21, 2023  
Date of Opening: July 13, 2023  
Time of Opening: 11:00 A.M.  
SOURCE OF FUNDS: 2023-2024 O&M and Building Contractual Budgets

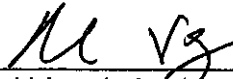
**BE IT RESOLVED**, That the Board of Education of the Pittsford Central School District reject all proposals and re-issue the RFP

ITEM BID	RECOMMENDED VENDOR	AMOUNT
RFP-Security Guard Services		

### Bids Received and Opened:

Intercept Security  
Armor Security

**Comments:** Security Guard Services RFP was opened 7/13/23. Proposals were reviewed by Michael Vespi, Assistant Superintendent for Business, Jeffrey Beardsley, Director of Operations, and Leslie Pawluckie, Purchasing Agent. It was decided Bidders' responded with unlike services having no commonalities for bid analysis; therefore, it is recommended to reject all bids



Michael Vespi, Assistant Superintendent for Business

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

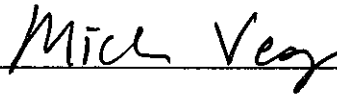
## RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education  
From: Michael Vespi, Assistant Superintendent for Business  
(Prepared by Leslie Pawluckie, Purchasing Agent)  
BOE Date: August 8, 2023  
Bid Title: BOCES 2 Cooperative Milk & Juice Supply RFB-2047-23  
Date of Legal Notice: March 23, 2023, Democrat & Chronicle  
Date of Bid Opening: April 24, 2023  
Time of Bid Opening: 2:00pm  
Source of Funds: C94 2860 413 School Lunch Budget

**BE IT RESOLVED**, That the Board of Education of the Pittsford Central School District rescind the Headwater Foods, Inc. portion of the bid award and re-award to the next lowest bidder.

ITEM BID	RECOMMENDED VENDOR	AMOUNT
23-24 Milk and Juice	Upstate Niagara Cooperative, Inc.	70,077.31
<b>TOTAL:</b>	(cost estimated)	<u>70,077.31</u>

**Comments:** Due to performance issues it has become necessary to rescind the Headwater Foods, Inc. bid. After consulting with the Division of Legal Services at the NYS Comptroller and Monroe 2 – Orleans BOCES Counsel, BOCES 2 is able to re-award to the next low bidder, which is Upstate Niagara Cooperative, Inc. The contract with Upstate is to begin Friday, September 1, 2023. Headwater Foods, Inc. contract ends Thursday, August 31, 2023.



Michael Vespi, Assistant Superintendent for Business

## Instruction

**SUBJECT: OBJECTIONS TO INSTRUCTIONAL MATERIALS, CONTROVERSIAL ISSUES,  
AND LIBRARY MATERIALS**

The Board has authority to prescribe curriculum in the District and to designate the textbooks to be used in the District. The parent/guardian of a student cannot compel the Board to use a particular textbook or discontinue the use of a particular textbook. Further, the District may not be compelled to assign an alternate curriculum to a student based upon a parent's/guardian's disapproval of classroom assignments. Students may be able to be excused from instruction in very limited circumstances outlined in law and regulation.

The Board recognizes the right of District community members to voice concerns and objections about instructional materials and the discussion of controversial issues. This policy addresses how those concerns and objections can be raised.

**Definitions**

For purposes of this policy, the following definitions apply:

- a) "Controversial issues" means questions, subjects, or problems which can create a difference of opinion. They can include issues which may have political, social, environmental, or personal impacts on students and/or the wider community: locally, nationally, or internationally.
- b) "Instructional material" means any print or non-print material with instructional content or an instructional function that a student is required to use to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include but are not limited to textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
  1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and,
  2. Courseware or other content-based instructional materials in an electronic format.

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## Instruction

**SUBJECT: OBJECTIONS TO INSTRUCTIONAL MATERIALS, CONTROVERSIAL ISSUES, AND LIBRARY MATERIALS (Cont'd.)**

- d) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for voluntary use by students and staff. Examples of library materials include but are not limited to hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.

District community members who have questions or concerns about instructional materials are encouraged to bring these questions and concerns to instructional staff and/or the school library media specialist(s). If, after receiving information, the inquirer continues to question the use of the material in the Pittsford Central School District, then the inquirer will be referred to the Principal.

District community members who wish to formally object to instructional materials must submit their objections in writing to the Superintendent, using form #8330F, Request for Re-Evaluation of Instructional Materials.

- Prior to an instructional material challenge, evidence of having read the book must be apparent. This may occur through a phone conference or meeting with the ASI or their designee.
- District staff who object to instructional materials must follow the same process as all District community members.
- Challenged instructional materials will remain in use until a final decision has been made. The Board will be informed of any objection the Superintendent receives.

The Superintendent or designee will designate a review committee to investigate and evaluate the challenged instructional material. The committee will include, among others, the Standards Leader for Libraries, the Standards Leader for the discipline in which the challenged material is currently in use, and the building principal from the building where the objection originated. The committee will evaluate the challenged material according to the District's criteria for the evaluation and selection of instructional materials.

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**SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES (Cont'd.)****Objections to Instructional Materials**

The review committee will submit a written report of the results of their review to the Superintendent within 60 school days of receipt of the formal written objection, unless the 60 days extends into the summer. No reviews will occur between July 1 – Labor Day. Individuals may only submit one instructional material for review per 60 school days cycle.

Appeals of decisions by the review committee must be submitted in writing to the Superintendent within 10 days of receipt of the decision. The Superintendent will then submit the appeal to the Board for action.

If subsequent objections after an appeal are issued for the same material within a period of five years, the Superintendent can deny the objection based on the previous review and decision.

**Controversial Issues**

Controversial issues may be studied as part of the curriculum. Instructional staff will present these issues in their classrooms in an impartial and objective manner. It is expected that a library media center's collection, both print and digital, will include items that are considered to be controversial.

Instructional staff wishing to call upon outside speakers to present on controversial issues are required to work with the building principal who will keep in mind the obligation to present balanced viewpoints. The building principal will inform the Superintendent of the presentation on the controversial issue prior to it occurring.

Any objection to how a controversial issue is being taught, including the use of a guest speaker, should be directed to the building principal who will consult with appropriate instructional staff to address the objection. If the objection is related to an instructional material being used in the teaching of a controversial issue, the process requesting reconsideration of library or instructional materials should be followed. Objections to instructional materials by District community members must be submitted in writing to the Superintendent using form #8330F, Request for Re-Evaluation of Instructional Materials. If the objection is related to the curriculum or New York State learning standards, the building principal will address the matter with the individual(s) raising the objection.

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**SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES (Cont'd.)****Library Materials**

If a parent/guardian has a concern or objection about a library material that is housed in the library media center of the school their child currently attends, the parent/guardian can voice that concern to the library media specialist and request that their child not be allowed to check that material out of the library media center. The library media specialist will forward the concern to the building principal and Assistant Superintendent for Instruction who will review the material. However, because use of such materials is voluntary rather than required, library materials will not be subject to a formal reconsideration process.

Education Law Section §§ 701, 711, 809, 1604, 1709, 1804, 2503, and 3204(5)  
8 NYCRR Section 16.2 and 135.3

NOTE: Refer also to Policies #8320 -- Selection of Library and Media Center Materials  
#8360 -- Religious Expression in the Instructional Program