

**PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION  
REORGANIZATIONAL MEETING - 5:00 P.M.  
THE MCCLUSKI ROOM - BARKER ROAD MIDDLE SCHOOL  
July 11, 2023**

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**AGENDA**

- I. MEETING CALLED TO ORDER BY SUPERINTENDENT PERO
- II. PLEDGE OF ALLEGIANCE
- III. OATH OF OFFICE TO DISTRICT CLERK, MRS. DEBORAH CARPENTER
- IV. OATH OF OFFICE TO RE-ELECTED BOARD MEMBER, MRS. ROBIN SCOTT
- V. APPROVAL OF REORGANIZATION MEETING AGENDA (BOARD ACTION)
- VI. ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2023/2024 (BOARD ACTION)
  - A. Oath of Office given after nomination, motions and vote
- VII. ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2023/2024 (BOARD ACTION)
  - A. Oath of Office given after nomination, motions and vote
- VIII. OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS, MR. MICHAEL PERO
- IX. APPOINTMENTS: (BOARD ACTION)

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. School District Clerk, Mrs. Deborah Carpenter will give the District Treasurer, Assistant Treasurer and 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-<br>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.

X. DESIGNATIONS (BOARD ACTION)

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2023/2024 school year for District funds and/or authorized as institutions that the District may invest funds with:

| <u>Depository Name:</u>   | <u>Maximum Amount on Deposit</u> |
|---------------------------|----------------------------------|
| J.P. Morgan/Chase         | \$150,000,000                    |
| Canandaigua National Bank | \$ 25,000,000                    |
| M & T Bank                | \$ 25,000,000                    |
| Key Bank                  | \$ 25,000,000                    |
| NYCLASS                   | \$ 50,000,000                    |

BE IT RESOLVED that the Board of Education 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.

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

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.

XI. AUTHORIZATIONS: (BOARD ACTION)

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,<br>Maintenance & Security | PCSD Maintenance Department<br>J. Beardsley<br>(card authorized users: J. Ross,<br>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              |

**XII. BOARD COMMITTEE APPOINTMENTS**

**A. Monroe County School Boards Association Committees**

1. Executive
2. Legislative
3. Labor Relations
4. Information Exchange
5. Board Leadership
6. Steering Committee

**B. District or Board Committees**

1. Legislative Liaison
2. Teacher Center Policy Board
3. Town/Village/School District Leadership
4. Audit Oversight Committee
5. District Advocacy Committee
6. BOE Self Evaluation
  - a. Community Engagement
  - b. BOE Insight Articles/Communications

shared/staff/supt/agenda/bareorg7/11/23

# Pittsford Schools

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
585-267-1023

Fax: 585-267-1069  
Shana\_Cutaia@pittsford.monroe.edu

Shana Cutaia  
Director of Student Services

To: Michael Pero, Superintendent of Schools  
From: Shana Cutaia, Director of Student Services  
Date: July 7, 2023  
Re: Designation of Dignity Act Coordinators for Board Of Education Approval

I am recommending that the following individuals be designated as Dignity Act Coordinators for the 2023-2024 school year at the Reorganizational meeting of the Pittsford Board of Education:

| School                    | Dignity Act Coordinator             |
|---------------------------|-------------------------------------|
| Allen Creek Elementary    | Michael Biondi, Principal           |
| Jefferson Road Elementary | Stephanie Barg Principal            |
| Mendon Center Elementary  | Richard Albano, Assistant Principal |
| Park Road Elementary      | Lindsay Ali, Principal              |
| Thornell Road Elementary  | Edward Foote, Principal             |
| Barker Road Middle        | Richard Vigdor, Assistant Principal |
| Calkins Road Middle       | Michael Falzoi, Assistant Principal |
| Mendon High               | Andrea Lynch, Assistant Principal   |
| Sutherland High           | Linda Dickey, Assistant Principal   |

|          |  |
|----------|--|
| District | Shana Cutaia, Director of Student Services |
|----------|--|

In the event that DAC is unable to fulfill DAC duties for an extended period of time, or vacates the DAC position, an eligible employee will be designated as interim DAC, pending BOE approval of a successor within 30 days.

Once the DACs for the 2023-2024 school year are approved, I can proceed to develop the notifications so that school staff, students, parents/guardians and families are aware of contact information.

Please let me know if you have any questions at this time. Thank you.

Shana Cutaia

**RESOLUTION OF THE BOARD OF EDUCATION**

BE IT RESOLVED, that the Board of Education of \_\_\_\_\_ School District, does authorize the purchasing agent for Monroe 2-Orleans BOCES, to enter into any and all Cooperative bidding ventures conducted during the 2023/2024 school year.

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the aforementioned School District, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on \_\_\_\_\_ and have attach a copy of such resolution.

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date