



## *School Board Recognition Week*

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
TUESDAY, OCTOBER 15, 2024  
MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL  
(LINK TO PUBLIC VIEWING ON WEBSITE)



### AGENDA

**7:00 P.M.**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA **(BOARD ACTION)**
- IV. BOARD RECOGNITION
- V. PRINCIPALS REPORT – Ms. Melissa Julian – Mendon High School
- VI. SUMMER FACILITY WORK UPDATE – Mr. Jeff Beardsley
- VII. APPROVAL OF MINUTES: September 10, 2024 **(BOARD ACTION)**
- VIII. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board Leadership – next meeting – 11/13/24
    - 2. Executive Committee – next meeting – 11/20/24
    - 3. Information Exchange Committee – next meeting – 11/13/24
    - 4. District Operations Committee (formerly Labor Relations)- next meeting – 10/16/24
    - 5. Legislative Committee – next meeting – 11/6/24 - **Noon**
    - 6. Steering Committee – next meeting – 11/6/24 – **4:30 p.m.**
  - B. Other Meeting Reports
    - 1. Audit Oversight Committee
  - C. Dates to Remember
    - 1. 11/7/24 – Board Visit/Tour at Thornell Road Elementary School (7:00 a.m. tour/7:45 a.m. visit)
    - 2. 11/11/24 – Schools Closed for Veterans Day
    - 3. 11/12/24 – Next Regularly Scheduled Meeting
- IX. FINANCIAL REPORT – Mr. Vespi
  - A. **Action Items:**
    - 1. Acceptance of Treasurer’s Report – June/July/August **(BOARD ACTION)**
    - 2. 4<sup>th</sup> Quarterly Extraclassroom Activities Report **(BOARD ACTION)**
    - 3. External Audit Report and Management Letter Resolution **(BOARD ACTION)**
    - 4. Pittsford External Audit Report Response **(BOARD ACTION)**
    - 5. Adoption of Budget Development Calendar for FY 2025-2026 **(BOARD ACTION)**
    - 6. Tax Certiorari **(BOARD ACTION)**
    - 7. Declaration of Scrap Equipment **(BOARD ACTION)**
    - 8. Bid Award (**See Consent Agenda**)
      - a. Reconditioning & Laundering Interscholastic Sports Equipment and Uniforms
      - b. BOCES 2 Cooperative Fine Paper
  - B. **Discussion:**
    - 1. Electric Bus Update
    - 2. Energy Performance Contract
  - C. Other:

- X. HUMAN RESOURCE REPORT – Mr. Clark
- A. **Action Items:**
1. Professional Staff Report (BOARD ACTION)
  2. Support Staff Report (BOARD ACTION)
  3. Memorandum of Agreement (**See Consent Agenda**)
- B. Discussion:
- C. Other:
- XI. CURRICULUM REPORT – Ms. Clayton
- A. Action Items:
- B. Discussion:
1. NYS 3-8 Assessment Presentation
- C. Other:
- XII. SPECIAL EDUCATION REPORT – Ms. Woods
- A. Action Items: (**See Consent Agenda**)
1. Committee on Special Education: Amendment – Agreement No Meetings, Initial Eligibility Determination Meetings, Reevaluation Reviews, Requested Reviews, Requested Review Transfer Student Meetings, Transfer Student – Agreement No Meetings.
  2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Annual Reviews, Reevaluation Review, Reevaluation/Annual Review.
  3. Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Amendment – Agreement No Meeting.
- B. Discussion:
- C. Other:
- XIII. SUPERINTENDENT’S REPORT – Mr. Pero
- A. **Action Items:**
1. Call for Executive Session (BOARD ACTION)
  2. **Amended** Field Trip Approval to Montreal, Canada on 3/28/25-3/31/25(BOARD ACTION)  
(original dates were 3/21/24-3/24/24) MHS/SHS
  3. Field Trip Approval to Anaheim, CA on 4/26/25-4/30/25(MHS DECA) (BOARD ACTION)
  4. Gift to the District (**See Consent Agenda**)
    - a. A donation of \$2,000.00 from the Pittsford Education Foundation (PEF) for the PCSD Student Opportunity Fund.
- B. Discussion:
- C. Other:
- XIV. CONSENT AGENDA (BOARD ACTION)
- A. Bid Awards
  - B. MOA
  - C. Committee on Special Education
  - D. Sub-Committee on Special Education
  - E. Committee on Preschool Special Education
  - F. Gift to the District
- XV. OLD BUSINESS
- XVI. NEW BUSINESS
- XVII. PUBLIC COMMENT **Public Comment Submission Form can be found at:**  
*[pittsfordschools.org/publiccomment](https://pittsfordschools.org/publiccomment)*
- XVIII. ADJOURNMENT/RECESS (BOARD ACTION)

Next regularly scheduled meeting: **November 12, 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](https://pittsfordschools.org)*

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
Board of Education Meeting  
Tuesday, September 10, 2024  
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, September 10, 2024.

BOARD MEMBERS PRESENT: R. Scott, J. Casey, S. Pelusio, D. Berk, K. Huels, E. Kay, R. Sanchez-Kazacos.  
LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, S. Clark, H. Clayton, S. Cutaia, M. Vespi, M. Ward, E. Woods.

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. Mrs. Scott asked for a moment of silence for the recent attack on Apalachee High School in Winder, Georgia.
3. 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 agenda for this meeting. **APPROVED:**  
**AGENDA**  
Vote: Unanimously carried
4. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Casey and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its August 13, 2024, Regular meeting. **APPROVED:**  
**MINUTES**  
**8/13/24**  
Vote: Unanimously carried
5. Board Reports: Mrs. Scott noted the MCSBA meeting dates as well as other dates to remember.
6. Motion was made by Mrs. Pelusio, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the budget transfer of Four Hundred and Seven Thousand Dollars (\$407,000) from and to the budget codes listed on the attachment. **APPROVED:**  
**BUDGET**  
**TRANSFER**  
**REQUEST**  
Vote: Unanimously carried

*Transfer amount from:*

470-2100-490-0110	BOCES Tch RegSch Sv	\$40,000
430-2250-490-2249	Out District BOCES Placem	\$300,000
640-1620-490-0622	OM Utilities BOCES Sv	\$35,000
820-1981-490-0981	FEES BOCES Administr Cost	\$5,000
650-1670-490-0981	Print & Mail BOCES Servic	\$25,000
820-1420-490-0420	FEES Legal Fees BOCES Sv	\$2,000

*Transfer amount to:*

610-1310-490-0610	FIN BusAdmin BOCES Services	\$202,000
341-2610-490-0610	MHS Library BOCES Service	\$78,000
340-2610-490-0610	SHS Library BOCES Service	\$78,000
520-2810-490-0810	Guidance Info Services	\$31,000
550-2060-492-0060	DAT Print Services	\$18,000



26.

7. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Huels and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the budget transfer of One Hundred Thirty-Five Thousand Dollars (\$135,000) from and to the budget codes listed below:  
Vote: Unanimously carried

**APPROVED:  
BUDGET  
TRANSFER  
REQUEST**

*Transfer amount from:*

A630-1480-180-0310	INF Salaries	\$50,000
A610-1310-180-0310	FIN BusAdmin Salaries	\$50,000
A440-2830-182-0833	SPSV Salaries	\$25,000
A550-2060-180-0060	DAT Salaries	\$10,000

*Transfer amount to:*

A830-9089-800-0889	BEN Undist Emp Benefits	\$135,000
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8. Motion was made by Mr. Casey, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the amendment of the 2024-25 budget line to increase 510-2010-490-0010 CURINS BOCES Services in the amount of One Hundred Fifty Thousand Dollars (\$150,000) with funds from the Unassigned Fund Balance.  
Vote: Unanimously carried

**APPROVED:  
CURRICULUM &  
INSTRUCTION/BOCES  
BUDGET AMENDMENT**

9. Motion was made by Mr. Berk, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that J.P. Morgan Securities LLC is authorized to facilitate investments in fixed-income securities with District funds for the 2024-2025 school year.  
Vote: Unanimously carried

**APPROVED:  
J.P. MORGAN  
SECURITIES LLC**

10. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Huels and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education at its regular meeting does hereby appoint Rachel Smith, District Treasurer, as Deputy Purchasing Agent and Terrence Hasseler, School Business Official as Deputy Treasurer.  
Vote: Unanimously carried

**APPROVED:  
DEPUTY PURCHASING  
AGENT & DEPUTY  
TREASURER**

11. Motion was made by Mrs. Pelusio, 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 surplus and does hereby authorize the sale and receipt of proceeds from such.  
Vote: Unanimously carried

**APPROVED:  
SURPLUS & SCRAP  
EQUIPMENT**

12. Mr. Pero noted the great job that both Campus Construction and SEI have done getting the schools ready with the secured vestibules. He also acknowledged Scott Barker in his role, as well as his outstanding communication regarding the capital project. Mr. Pero then welcomed the representatives from Campus Construction and SEI to the floor.

13. Mr. Vader (SEI) and Mr. Ippolito (Campus Construction) provided updates regarding both phase 1 and phase 2 of the capital project. Presentation was shown highlighting both phases.

14. 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, upon the Superintendent’s recommendation, approves the following Professional Staff Report:  
Vote: Unanimously carried

**APPROVED:  
PROFESSIONAL  
STAFF REPORT**

## A. Appointment- Certificated Staff

Name: Rachel Daellenbach  
 Position: MCE .5 Reading  
 Type of Position: Part Time  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Certification: Internship  
 Salary: \$28,250.50  
 Effective Date: 09/01/2024

Name: Christine Tenhaeff  
 Position: MCE .2 Library Media Specialist  
 Type of Position: Part Time  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Certification: Initial  
 Salary: \$9,976.50  
 Effective Date: 09/01/2024

Name: Michael Chiponis  
 Position: BRMS .8/ MHS.2 Spanish  
 Type of Position: Probationary  
 Tenure Area: Spanish  
 Probationary Period: 09/01/2024-08/31/2027  
 Certification: Professional  
 Salary: \$65,792.00  
 Effective Date: 09/01/2024

Name: Kayleen Bedard  
 Position: MCE Kindergarten  
 Type of Position: Regular Substitute  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Certification: Permanent  
 Salary: \$84,347.00  
 Effective Date: 09/01/2024 – 06/30/2025

Name: Jennifer Birdsong-Ng  
 Position: BRMS Special Education  
 Type of Position: Probationary  
 Tenure Area: Special Education  
 Probationary Period: 09/01/2024-08/31/2027  
 Certification: Professional  
 Salary: \$71,191.00  
 Effective Date: 09/01/2024

Name: Sophia Bruno  
 Position: MHS .6 English  
 Type of Position: Part-Time  
 Tenure Area: N/A  
 Probationary Period: N/A

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Certification: Initial  
Salary: \$32,166.00  
Effective Date: 09/27/2024

Name: David White  
Position: SHS World Language  
Type of Position: Regular Substitute (1st semester)  
Tenure Area: N/A  
Probationary Period: N/A  
Certification: Pending  
Salary: \$31,659.34  
Effective Date: 09/01/2024

Name: Scott Deuschle  
Position: MHS.6 Business  
Type of Position: Part-Time  
Tenure Area: N/A  
Probationary Period: N/A  
Certification: Permanent  
Salary: \$71,616.00  
Effective Date: 09/01/2024

Name: Lindsay Kaplan  
Position: CRMS.6/ SHS.4 Speech Language Pathologist  
Type of Position: Full-Time  
Tenure Area: Speech  
Probationary Period: 9/01/2024-8/31/2028  
Certification: Professional  
Salary: \$64,995.00  
Effective Date: 09/01/2024

Name: Peter Pratt  
Position: MHS Technology  
Type of Position: Regular Substitute  
Tenure Area: N/A  
Probationary Period: N/A  
Certification: Permanent  
Salary: \$111,444.00  
Effective Date: 09/01/2024 – 06/30/2025

Name: Miles Fox  
Position: SHS Social Studies  
Type of Position: Probationary  
Tenure Area: Social Studies  
Probationary Period: 09/01/2024 – 08/31/2028  
Certification: Initial  
Salary: \$54,294.00  
Effective Date: 09/01/2024

Name: Alii Farrell  
Position: BRMS .6 Learning Specialist  
Type of Position: Part-Time

Tenure Area: N/A  
 Probationary Period: N/A  
 Certification: Professional  
 Salary: \$45,351.00  
 Effective Date: 10/01/2024

B. Certificated Staff – Decrease in FTE from 1.0 to .2

Name: Mary McKenna  
 Position: MCE .2 School Counselor  
 Type of Position: Part-Time  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Certification: Permanent  
 Salary: \$15,632.60  
 Effective Date: 09/01/2024

C. Appointment – School Related Professional

Name: Sevinc Brook  
 Position: TRE Undesignated Paraprofessional  
 Type of Position: Full-Time  
 Salary: \$20,914.00  
 Effective Date: 09/01/2024

Name: Vaishali Anand  
 Position: JRE Undesignated Paraprofessional  
 Type of Position: Full-Time  
 Salary: \$22,471.00  
 Effective Date: 09/01/2024

Name: Theresa Beldner  
 Position: MHS Undesignated Paraprofessional  
 Type of Position: Part-Time  
 Salary: \$17.12/ hour  
 Effective Date: 09/01/2024

Name: Helen Elaine Ziakas  
 Position: JRE CSE Paraprofessional  
 Type of Position: Full-Time  
 Salary: \$21,596.00  
 Effective Date: 09/01/2024

Name: Shobha Rani Jaligama  
 Position: MCE Undesignated Paraprofessional  
 Type of Position: Full-Time  
 Salary: \$22,033.00  
 Effective Date: 09/01/2024

Name: Amrita Bauliah  
 Position: MCE Undesignated Paraprofessional  
 Type of Position: Full-Time

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Salary: \$20,339.00  
Effective Date: 09/01/2024

Name: Shannon Reighn  
Position: MCE Undesignated Paraprofessional  
Type of Position: Full-Time  
Salary: \$22,600.00  
Effective Date: 09/01/2024

Name: Nicole Goodnough  
Position: St. Louis School Nurse  
Type of Position: Full-Time  
Salary: \$43,555.00  
Effective Date: 09/01/2024

Name: Margot Queenan  
Position: MHS Undesignated Paraprofessional  
Type of Position: Full-Time  
Salary: \$20,914.00  
Effective Date: 09/01/2024

Name: Katherine Bischooping  
Position: TRE Undesignated Paraprofessional  
Type of Position: Full-Time  
Salary: \$22,033.00  
Effective Date: 09/01/2024

D. Resignation – Deputy Claims Auditor – see attached  
Cynthia Heagerty

E. Resignation – School Related Professional – see attached  
Christopher Backes  
Matthew Seidel

F. Revised Fall Coaching Salaries – see attached

G. Appointment – Building Substitutes  
Yoseph Beheshti Shirazi – BRMS  
Jared Leve - CRMS  
Ryan Pierce – MHS  
Michael Demme – SHS

H. Appointment – Substitutes  
Crystal Madore  
Kathryn Dennstedt  
Phyllis Peters  
Jennifer Marren  
Matthew Sherrill  
Laura Roblin  
Dorothy Styk  
Samual Stockham  
Crystal Madore



Shobha Rani Jaligama  
 Shannon Reighn  
 LShobha Rani Jaligama  
 Anne Dunning  
 Shannon Reighn  
 Tyler Cohen  
 Declan Claeys  
 Emily DeSousa  
 Mark Schenkel

15. Motion was made by Mrs. Huels, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Support Staff Report:  
 Vote: Unanimously carried

**APPROVED:  
 SUPPORT  
 STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Raymond Wunsch	School Aide	MCE	13.75/wk.	09/01/2024	\$15.50/hr.
Roula Khalifeh	Office Clerk III	BRMS	37.5/wk.	09/03/2024	\$35,100.00
Margaret Weidmann	Office Clerk III	MHS	37.5/wk.	08/26/2024	\$26,865.00
Alizah Khan	Office Clerk III	MHS	37.5/wk.	08/28/2024	\$26,402.00
Juliet MacMillan	Office Clerk III	ACE	37.5/wk.	08/29/2024	\$26,955.00
Bonnie Hendryx	School Aide	ACE	15/wk.	09/05/2024	\$15.50/hr.
Elise Manzi	Office Clerk III	ACE	37.5/wk.	09/11/2024	\$37,428.00
Judith Warren Schultz	School Aide	BRMS	12.5/wk.	09/01/2024	\$15.50/hr.

CLERICAL

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Nicole Sudyn	Office Clerk III	CRMS	8 mos.	08/30/2024

TRANSPORTATION

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Robert Chantra	Bus Dispatcher	TMF	40/wk.	8/19/2024	\$51,888.00
Jennifer Ornt	Bus Attendant	TMF	22.5/wk.	09/03/2024	\$16,386.00

TRANSPORTATION

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
David Cristofaro	Bus Driver	TMF	1.5 yrs.	08/23/2024
Peter Artz	On Call Bus Driver	TMF	3 yrs.	08/21/2024

CUSTODIAL/MAINTENANCE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Shaun Fennessy	Security Guard	SHS	per diem	08/15/2024	\$26.30/hr.
Bradley Spencer	Cleaner	MHS	8/wk.	08/24/2024	\$16.00/hr.
Brian Perry	Head Custodian	ACE	40/wk.	08/26/2024	\$22.99/hr.
Maria Ramirez	Cleaner	CRMS	40/wk.	09/03/2024	\$35,030.00
Samantha Vorndran	Cleaner	BRMS	40/wk.	09/03/2024	\$33,740.00

FOOD SERVICE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Kimberly Cappiello	Asst. Cook Manager	BRMS	30/wk.	08/26/2024	\$19,523.00
Caitlin Heisel	Food Service Worker	JRE	20/wk.	08/29/2024	\$16.10/hr.

### 32.

Alexander Thomas	Food Service Worker	CRMS	20/wk.	09/01/2024	\$16.00/hr.
Meghan McKowne	Food Service Worker	MCE	27.5/wk.	08/29/2024	\$17.70/hr.

FOOD SERVICE			LENGTH	
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Ileene Keck	Food Service Sub	District Wide	1 yr.	08/15/2024

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

**APPROVED:  
DISPUTE  
RESOLUTION**

WHEREAS, the Board of Education has reached a settlement in the matter of Devan Picone v. Pittsford Central School District Board of Education and Pittsford Central School District in the amount of One Hundred Twenty-five Thousand Dollars (\$125,000) in exchange for the withdrawal and release of all claims and other valuable consideration to be set forth in a settlement agreement and general release;

NOW BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to sign the settlement agreement and general release in the matter of Devan Picone v. Pittsford Central School District Board of Education and Pittsford Central School District; and

BE IT FURTHER RESOLVED that the Board of Education authorizes the withdrawal and expenditure of One Hundred Twenty-five Thousand Dollars (\$125,000) from its existing Reserve Fund for the purpose of paying the settlement amount.

17. Student Services Report: Mrs. Cutaia noted a few small changes to the Emergency Preparedness Guide and Code of Conduct; both will be approved under the Consent Agenda.

18. Curriculum Report: Ms. Clayton updated the Board on some curriculum projects taking place.

19. Special Education Report: Ms. Woods noted that the recommendations are under the Consent Agenda.

20. Mr. Pero highlighted the following gifts to the District:

- A donation of \$23,436.76 from PTSA for payment to Pittsford Central School Districts Cultural Arts.
- A donation of \$6,800.00 from PTSA for the purchase of a Book Vending Machine for Jefferson Road Elementary School.

21. Superintendent's Report: Mr. Pero highlighted the following: Support the PTSA Super Sale, update regarding safety and security with the vestibules, single point of entry, see something/say something, anonymous tips and concerns, trusted adults, opening day remarks, challenges with world events, article on how American's are divided on public policy issues, public educators and other folks of influence jobs are not to teach students what to think but rather how to think, acknowledging that in less than a month will be the 1 year mark of the Isreal/Hamas war, the upcoming presidential election in November, the desire for everyone to focus on civility and citizenship and less on disparate political views, the October conference day, official neutrality when discussing politically associated topics, positive relationships, establishing norms that support safe and meaningful dialogue, NYS governor Hochul's study on whether cell phones should be banned in schools; the Board and district plan to conduct its own study of cell phones, the Advocacy Committee's efforts to address the lack of foundation aid, sustainability under current formula, since 2012 the State owes the district about 100 million dollars in arrears based on their own formula – causing a significant strain, the district consistently is under the tax cap and performs well, lack of funding over time has caused a compounding negative consequence, inflation, high cost of energy & healthcare, staff shortages, minimum wage compression, loss of funding from NYS, more money going out vs. coming in, Pittsford education performs at the highest level generating results, the need for a consistent & predictable state aid formula from NYS, will ask all stakeholders to participate in advocacy efforts to provide Pittsford with equitable funding. Mr. Pero said that

our students and community are remarkable. He ended by asking everyone to be thoughtful and kind to one another as Pittsford moves through these challenges.

22. 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 approves the following items per the Consent Agenda:  
Vote: Unanimously carried

**APPROVED:  
CONSENT  
AGENDA**

Bid Award:

BOCES 2 Cooperative Bus Parts	Various Vendors	\$46,490.25
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2024-25 Emergency Preparedness Guide

Code of Conduct Document

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

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

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

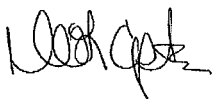
Gift to the District:

- A donation of \$23,436.76 from PTSA for payment to Pittsford Central School Districts Cultural Arts.
- A donation of \$6,800.00 from PTSA for the purchase of a Book Vending Machine for Jefferson Road Elementary School.

23. Motion was made by Mrs. Huels, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 7:50 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  
585.267.1077

Fax: 585.381.9368

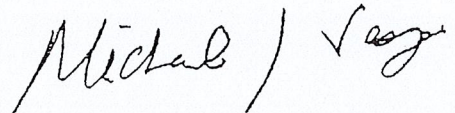
Michael\_Vespi@pittsford.monroe.edu

Michael Vespi  
*Assistant Superintendent for Business*

Date: October 15, 2024

To: Michael Pero, Superintendent of Schools

From: Michael Vespi, Assistant Superintendent for Business



Re: External Audit Report Acceptance Resolution

As required by law, and consistent with past practice, the Board of Education is required to accept and approve the Basic Financial Statements. The Audit Committee has reviewed and been given the opportunity to ask questions regarding the reports, financial conditions, fund balances and reserves. In addition, a copy of the Communicating Internal Control Related Matters Identified in an Audit Report and the Financial Executive Summary for Years Ended June 30, 2024, as presented by the Board appointed External Independent auditor Tom Zuber to the Audit Oversight Committee, are included for your perusal.

Rachel Smith and I, as well as the Audit Committee, will be available to answer questions. For your convenience I have provided a resolution below:

**Be It Resolved** that the Board of Education at its regular meeting held on October 15, 2024 and on the recommendation of the Audit Oversight Committee, accepts the Basic Financial Statement and Communicating Internal Control Related Matters Identified in an Audit Report for the year ended June 30, 2024 as presented.

*MV:nn*

*Attachments*



# Pittsford Schools

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

585.267.1036

Fax: 585.381.9368

Terrence\_hasseler@pittsford.monroe.edu

Terrence Hasseler  
Budget Director

To: Michael Pero, Superintendent  
Michael Vespi, Asst. Superintendent for Business  
Audit Oversight Committee

From: Terrence Hasseler, Budget Director 

Date: October 2, 2024

RE: Pittsford External Audit Report Response

## Current Year Deficiencies in Internal Control-

Certain employee's hourly rates are annualized and it is assumed they are working a full day unless noted on an attendance record used to document vacation and sick days, however, there is no record of the actual hours worked each day.

District's Response: The district is currently in the process of automating attendance requests with a target date of June 30, 2025. After the full implementation, the district will be moving forward with timesheet automation. This will allow for full approval of hourly employees' time every pay period through electronic workflow with a target date of June 30, 2026.

The District utilizes a significant number of Memorandum of Agreements (MOA) to document modifications to employees compensation outside of the normal contract. As a result, we noted one instance in which an employee tested as part of our sample was overpaid and the District is recapturing the overpayment. In addition, District officials indicated there were other over payments identified internally who have or in the process of reimbursing the District.

District's Response: In the future, the District will attempt to make a proactive, unified, strategic initiative to capture as many situations as possible during contract negotiations. This will involve many departments being involved, such as Human Resources, Payroll, and District Administration. In addition, all outstanding Memorandum of Agreements (MOA) are captured and integrated as part of each contract development process. The next negotiation process will begin in 2026-27 as The Pittsford District Teacher's Association contract is set to expire on June 30, 2028.

Michael Pero, Superintendent of Schools, Pittsford Central School District

Allen Creek Elementary • Jefferson Road Elementary • Mendon Center Elementary • Park Road Elementary • Thornell Road Elementary  
Barker Road Middle School • Calkins Road Middle School • Pittsford Mendon High School • Pittsford Sutherland High School

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The School Resource Officer does not complete a timesheet and/or maintain a log of when they are on campus in order to document the days and time worked. The Director of Operations, Maintenance and Security does review the invoices received from the company, however, there is no building log that actually documents the time worked.

District's Response: A time log has been developed and will be completed by the individuals working each week. The Director of Operations, Maintenance and Security will review and reconcile this log in conjunction with invoices to ensure the correct amount of time is being billed and paid each month. This process will be fully implemented by October 2024.

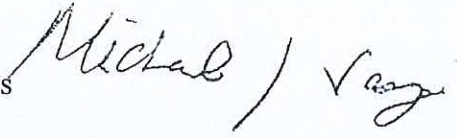
*BE IT RESOLVED*, that the Board of Education approves the External Audit Report Corrective Action Plan as presented.

# Pittsford Schools

Michael Vespi  
Assistant Superintendent for Business

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
585.267.1053  
Fax: 585.381.9368  
Michael\_Vespi@pittsford.monroe.edu

Date: October 15, 2024  
To: Michael Pero, Superintendent of Schools  
From: Michael Vespi, Assistant Superintendent for Business  
Re: Adoption of Budget Development Calendar for FY 2025-2026



Based on guidance from the Educational Management Budgeting Handbook, the district's budget calendar should be reviewed and adopted by the Board of Education in October.

I have attached a draft budget calendar for your review. Some of the dates listed on the calendar are required by law while other dates are based on past practice and recommended guidelines.

Since the next Board of Education meeting is scheduled after the official beginning of the budgeting process, it is recommended that the calendar be reviewed and adopted at the October 15<sup>th</sup> meeting.

**BE IT RESOLVED**, that the Board of Education of the Pittsford Central School District does hereby adopt the Budget Development Calendar for Fiscal Year 2025-2026.



# BUDGET DEVELOPMENT CALENDAR

## For Fiscal Year 2025-2026

Date	Budgetary Action	Requirement
October 15, 2024	Budget Calendar Approved	Budget calendar is presented to the BOE for approval
November 1, 2024	Budget Development Packets to Stakeholders	Internal District Documents emailed out to budget originators
November 11, 2024 - December 20, 2024	Stakeholder Meetings	Meet with budget originators to discuss budget guidelines
January 6, 2025	Submit Budget Packets to Budget Director	Packets due to Budget Director for compilation
January 7, 2025	Budget Request Packet Review	Budget Director reviews Budget submittals with Assistant Superintendent for Business
January 9, 2025	Budget Guidelines	District Planning Team to provide input for Budget Guidelines
January 13-17, 2025	Budget Date Card	Communications Department produces budget date card to inform community of all budget workshops and key dates
February 4, 2025	Budget Work session #1	BOE approval of Budget Guidelines, Executive Budget Proposal, Tax Cap, Human Resources & Staffing
February 25, 2025	Budget Work session #2	Student Services, Central Services & Special Education, Instructional Technology, Curriculum & Instruction
March 1, 2025	Tax Cap Calculation	On or before March first of each year submit to the state comptroller information necessary for the calculation of the tax levy limit
March 11, 2025	Budget Work session #3	Central Administration, School Based Budgets, Support Services, Unallocated/Benefits, Transportation Replacement Plan, Budget Development Status
March 17-21, 2025	Legal Notice to Attorney for review	Two weeks before deadline
March 24-28, 2025	Legal Notice submitted to Newspapers	Daily Record plan 5 days prior to publish
March 31 - April 4, 2025	Legal Notice - <i>Newspaper 1st posting</i>	Must advertise 4 times in 2 papers of general paid circulation with first publication at least 45 days prior to vote
April 8, 2025	BOE Budget Adoption	At least 25 days prior to the vote (last possible date April 25, 2025)
April 9, 2025	Property Tax Report Card	File online with SED after budget adoption, but no later than 24 days before the vote
April 9, 2025	Budget Newsletter Preparation	Communications Department to prepare draft for printing
April 9, 2025	PTSA Budget Presentation	Superintendent & Assistant Superintendent
April 11, 2025	Legal Notice - <i>Newspaper 2nd posting</i>	Must advertise 4 times in 2 papers of general paid circulation with first publication at least 45 days prior to vote
April 18, 2025	Legal Notice - <i>Newspaper 3rd posting</i>	Must advertise 4 times in 2 papers of general paid circulation with first publication at least 45 days prior to vote

## BUDGET DEVELOPMENT CALENDAR

### For Fiscal Year 2025-2026

Date	Budgetary Action	Requirement
April 21, 2025	Petition Submissions - <i>BOE candidates &amp; propositions</i>	30 days prior to vote (+1 day if falls on Sunday)
April 21, 2025	Absentee Ballots	District Clerk will maintain a list for possible inspection of qualified voters given absentee ballots to be provided between these dates
April 25, 2025	Legal Notice - <i>Newspaper 4th posting</i>	Must advertise 4 times in 2 papers of general paid circulation with first publication at least 45 days prior to vote
April 25, 2025	Military Ballots	25 days prior to the vote
April 28, 2025	Budget Newsletter to Printer	Allow 7 business days for printing
May 5, 2025	Newsletter Mailed to Homes	Director of Communications (when ready during the week of May 5th)
May 6, 2025	PTSA Meet the Candidates	Candidates for Board of Education
May 6, 2025	Budget Statement and Required Attachments	Available to public at least 7 days prior to hearing & 14 prior to vote
May 13, 2025	Budget Hearing	Budget must be presented in three part format including required attachments. Not less than 7 or more than 14 days prior to the annual meeting.
May 14, 2025	Budget Notice	At least 6 days prior to vote and after the budget hearing
May 20, 2025	Annual Meeting / Vote	Statewide Vote Date - 3rd Tuesday in May

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# Pittsford Schools

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Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
585.267.1077  
Fax: 585.381.9368

Michael Vespi  
*Assistant Superintendent for Business*

Michael\_Vespi@pittsford.monroe.edu

Date: October 7, 2024

To: Michael Pero, Superintendent of Schools

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

Re: Tax Certiorari Settlement – 1212 Pittsford Victor Road

Please see the attached proposed settlement for 1212 Pittsford Victor Road v. Town of Perinton.

This is for Hub Properties Trust (REIT) which is an office building complex located in Perinton. The district's counsel spoke with the counsel for the Town of Perinton and they indicated that this case is similar to the previous cases that have recently been settled in that area. The equalization rate has been dropping for residential properties which has been causing a disproportionate tax rate increase for commercial properties. This case has been ongoing since 2015-16 but hasn't been settled until now. The proposed settlement grants a reduction of \$200,000 in 2020, \$200,000 in 2021, \$800,000 in 2022, \$361,250 in 2023 and then \$869,000 in 2024. This resulted in a total refund of \$68,849.29 with no settlements in the years between 2015-2019.

The district counsel stated that the Town of Perinton has already signed off on the agreement, and he thinks the proposed reduction is fair given the declining equalization rates. He also stated that if we were to spend the time and money to get trial appraisals, they'd likely be entitled to a reduction that is close to the amount given in the settlement.

Michael Pero, Superintendent of Schools, Pittsford Central School District

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**Description of the property:** 1212 Pittsford Victor Road - (Hub Properties Trust (REIT)), located in the Town of Perinton

Proposed **assessed value** adjustment:

	Original Assessed Value	Amount of Reduction	Final Assessed Value
2020-21	\$ 4,900,000	\$ 200,000	\$ 4,700,000
2021-22	\$ 4,900,000	\$ 200,000	\$ 4,700,000
2022-23	\$ 4,900,000	\$ 800,000	\$ 4,100,000
2023-24	\$ 4,000,000	\$ 361,250	\$ 3,638,750
2024-25	\$ 4,000,000	\$ 869,000	\$ 3,131,000

**Proposed Settlement:** The proposed settlement would involve a refund of school taxes.

	Refund
2020-21	\$ 5,448.17
2021-22	\$ 5,322.94
2022-23	\$ 22,564.88
2023-24	\$ 9,975.27
<u>2024-25</u>	<u>\$ 25,538.03</u>
Total	\$ 68,849.29

Based on these factors, I am recommending that the Board of Education approve this settlement not to exceed \$68,849.29 for the five years.

**BE IT RESOLVED** that the Board of Education does hereby authorize the approval of the settlement for tax certiorari proceedings for 1212 Pittsford Victor Road, Hub Properties Trust (REIT) located in the Town of Perinton in an amount no greater than Sixty-Eight Thousand Eight Hundred Forty-Nine Dollars and Twenty-Nine Cents (\$68,849.29).

# 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: October 15, 2024

To: Michael Pero, Superintendent of Schools

From: Michael Vespi, Assistant Superintendent for Business



Re: Declaration of Scrap Equipment – Floor Scrubber & Instrument

The Barker Road Middle School custodial staff has determined the following item can be scrapped:

Floor Scrubber

The Thornell Instrumental Music staff has determined the following instrument can be scrapped:

Euphonium

It is my recommendation that the Board of Education declare these items scrap and sold as such and proceeds be deposited into the General Fund according to Policy Board Policy 5250 which states “The Superintendent or the Superintendent’s designee may dispose of property that is obsolete, surplus or unusable by the District in such a manner that brings the most financial benefit to the District...”

Therefore, in accordance with Policy 5250 and applicable laws, I recommend the following:

**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.

*MVnn:*

# 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: October 15, 2024  
TOPIC: Reconditioning & Laundering Interscholastic Sports Equipment & Uniforms  
Advertised Date: September 10, 2024, *The Daily Record*  
Opened: October 1, 2024, 11:00 A.M.  
Budget: Athletic Department

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

<b>Riddell</b>	Reconditioning (estimated)	\$	29,816.25
	New Replacement Equipment (estimated)		24,295.00
	<b>Estimated Total</b>	<b>\$</b>	<b>54,111.25</b>

**Comments:** The Reconditioning & Laundering Interscholastic Sports Equipment & Uniforms Bid begins date of Board of Education award through 8/31/25. Riddell was the only bidder. Patrick Irving, Athletic Director; Shelly Lawver, Purchasing Assistant, and Leslie Pawluckie, Purchasing Agent reviewed the bids. Riddell offers a 15% catalog discount for items not listed on bid.

  
\_\_\_\_\_  
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: 10/15/2024  
TOPIC: BOCES 2 Cooperative Fall Fine Paper Bid RFB 2099--24  
DATE ADVERTISED: August 15, 2024 *Democrat & Chronicle*  
DATE BID OPENING: September 5, 2024  
TIME: 2:00 PM  
FUNDS: Budget Each Department and Building

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

<b>FINE PAPER</b>	Economy Products & Solutions	\$	1,379.75
	WB Mason	\$	<u>13,076.90</u>
		\$	14,456.65

Comments: The BOCES 2 Cooperative Fine Paper Bid contract is 11/01/24 - 4/30/25. Pittsford and fifteen (15) Districts participated. The bid was reviewed by Wendy Vergamini, BOCES 2 Director of Procurement, Shelly Lawver, Purchasing Assistant, and Leslie Pawluckie, Purchasing Agent. The awards are recommended to the responsive bidders who met all specifications for the bid. Items purchased from this bid are identified on an ongoing basis by budget managers in the departments and schools.

  
\_\_\_\_\_  
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:

School Requesting Trip: SHS, MHS

Date(s) of trip: Friday, March 28, 2025 – Monday, March 31, 2025

Amended Dates

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

(previously 3/21/25 - 3/24/25)

Type of field trip:

Class/Club/Team Name Participating in the Trip: French and Latin students

Reason for Trip:

1. To give French students an opportunity to experience Francophone culture in an authentic French-speaking environment.
2. To give Latin students an opportunity to examine Roman Medieval and Renaissance artifacts in museums, and to see the use and impact of Latin of 16<sup>th</sup>-18<sup>th</sup> century Quebec.

**Trip Initiator(Teacher/Advisor/Coach):**

Maryana Falkovich, Julie Danella, Mark Critelli, Lynn Smith

**Trip Initiator Email:** maryana\_falkovich@pittsford.monroe.edu

**Number of substitute teacher(s) to be needed for the date(s) of the trip?** 4

**TRIP LOGISTICS**

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

Yes

**Identify conflicts:**

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

Montreal, Canada

**Name:** Sandman Hotel

**Street Address:** 999 De Sérigny

**City:** Longueuil

**Zip:** J4K 2T1

**PH :** (450) 670-3030

**Date(s) of Departure from School:** Friday, March 28, 2025

**Time(s) of Departure from School:**

3:45 p.m. from SHS and 4:00 p.m. from Mendon

**Date(s) of Return to School:**

Monday  
March 31, 2025

**Time(s) of Return to School:**

9:15 p.m. at MHS and 9:30 p.m. at SHS

**Estimated round trip miles:**

646 miles

Estimated Number of Students participating in trip: 45

Estimated Number of PCSD Chaperones participating in trip: 5

Estimated Number of Parent Chaperones participating in trip: NA

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?

X Yes

Type of transportation. Check all that apply:

Pittsford School Bus

Non-Pittsford School Bus

X Commercial Tour Bus

Ayr Coach

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: \$ \$940.00

Additional costs per student (spending money, event fees, food, gratuities, etc):\$ \$100.00

Estimated Trip Insurance fee per student (if applicable): \$ \$92.00 (included in the price of the trip)

**TRIP FUNDING - Payments**

Student payments will be made to: Jumpstreet Educational Tours

Please describe any fundraising (if involved): TBA

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

Name of Tour Company used to manage trip: Jumpstreet Educational Tours

Date of Parent Informational Meeting: TBA

Date of Chaperone Meeting: TBA

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

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: MF

Trip Advisor 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: MF

### Curricular / Instructional

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

1. Provide students with an opportunity to expand their linguistic and cultural knowledge about Montreal, the second largest francophone city in the world.
2. Visit a college.
3. Explore cultural heritage derived from the Greco-Roman world and look at Greco-Roman artifacts.

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

Complete at least 2 years of HS French or Latin

Do research about the province of Quebec

Attend meetings

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

See the itinerary

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

In-class discussions, presentations to peers and faculty

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

Students will communicate with their teachers before departure to make up any missed work

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

Students will be provided a qualified substitute and assignments to be completed in class on Monday, 3/31/25

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

**Building Principal Initials:** SHS: (WDP) MHS: j 9/21/24 **Approvals:** Date: 9/23/24

**Director Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent Initials:** ML \_\_\_\_\_ **Date:** 10/1/24

**Board Approval Date:** \_\_\_\_\_

# Pittsford Schools

Superintendent's Office

## Field Trip Approval Form

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: 9/19/24

School Requesting Trip: MHS

Date(s) of trip: 4/26/25 - 4/30/25

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: Extracurricular DECA International Career Confe

Class/Club/Team Name Participating in the Trip:

MHS DECA

Reason for Trip:

DECA competition against other students across the US, Canada, Mexico & more- winners from the State Conference earned the right to attend

Trip Initiator(Teacher/Advisor/Coach):

Jillian	Thomas
First Name	Last Name

Trip Initiator Email: Jillian\_Thomas@pittsford.monroeg

Number of substitute teacher(s) to be needed for the date(s) of the trip? 1



**TRIP LOGISTICS**

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

Yes     No

Date specific event- I do not control when these competitions are held.

**Identify conflicts:**

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

**Name:** DoubleTree Suites by Hilton

**Street Address:** South Harbor Blvd

**City:** Anaheim

**State:** CA

**Zip:** 92802

**Date(s) of Departure from School:** 4/25 or 4/26/24 depending upon flights

**Time(s) of Departure from School:** unsure of flight times

**Date(s) of Return to School:** 4/30 or 5/1 depending upon flight

**Time(s) of Return to School:** noon?

**Estimated round trip miles:** airline

**Estimated Number of Students participating in trip:** depend

**Estimated Number of PCSD Chaperones participating in trip:** 1\*

**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 We get airline cancellation insurance

**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?** No - Explain

We will start fundraising to offset costs, but I will learn more after my parent meeting

**Estimated trip cost per student:** \$ 1500+

**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:** Other, please specify Mendon DECA who will in turn pay NewYork DECA

**Please describe any fundraising (if involved):**

Will fundraise through out the year to help offset costs for this trip.

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

**Name of Tour Company used to manage trip:**

**Date of Parent Informational Meeting:** 3/8/25

**Date of Chaperone Meeting:** 3/8/25

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

Bag checks in morning before boarding airline. Curfew : as outlined by State DECA; room checks – immediately after curfew; chaperones with students all day between their competitive events. Security on duty overnight at hotel.

**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: JT

**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: JT

**Curricular / Instructional**

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

Students have prepared & practiced for competitive events for several months in preparation for international Career Conference

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

Students will take exams, present projects & compete in co-curricular events based on finance, entrepreneurship, marketing, hospitality & management

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

Students will present & compete in co-curricular competitive events in front of professionals in the business field: role plays, presentations, etc. When not competing they will be attending leadership, communication and project

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

Upon return students will continue to prepare for next year's competitions as well as share their experience with members

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

Prior to trip, all students will be held responsible for receiving work they might miss while they're gone and completing any make-up work they to do.

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

This is not a class, but during the day for the classes I will be missing, there are Sub plans that will continue instruction as normal.

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

\* date specific competition & amount of students and chaperones vary based upon State qualifiers \*

**Approvals:**

**Building Principal / Director Initials:**

*an* by 9/25/24

**Date:**

9/23/24

**Superintendent Initials:**

*mpe*

**Date:**

10/1/24

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read board policy "Accepting Gifts from the Public" and complete the form below.

Name Pittsford Education Foundation Phone \_\_\_\_\_

Address PO Box 243

School: Pittsford CSD

1. Describe the gift. What is it? List its condition, age, size, and other details as applicable. If not cash or new item, please estimate the fair market value.

\$ 2,000 check

2. Describe any conditions or restrictions for its use.

\$ For Student Opportunity Fund

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

4. Which of the following conditions does the gift fulfill?

Is it in support of and a benefit to all district schools or to a particular district school?

Is it for a purpose for which the district could legally expend its own funds?

Is it for the purpose of awarding scholarships to students graduating from the district?


Thank you for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

**PLEASE NOTE:**

In the case of Technology/Computer equipment, the gift needs to be approved by our Director of Technology, Matthew Kwiatkowski. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Patrick Irving.

Administrator's Approval:  Date 10/3/24  
(When appropriate)

Principal's Approval: \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Approval:  Date 10/5/24

Board Action: Date: \_\_\_\_\_