

**PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION
REORGANIZATIONAL MEETING – 5:00 P.M.
THE MCCLUSKI ROOM – BARKER ROAD MIDDLE SCHOOL
July 8, 2025**

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. EMILY KAY
- V. OATH OF OFFICE TO RE-ELECTED BOARD MEMBER, MR. DAVE BERK
- VI. APPROVAL OF REORGANIZATION MEETING AGENDA **(BOARD ACTION)**
- VII. ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2025/2026 **(BOARD ACTION)**
 - A. Oath of Office given after nomination, motions and vote
- VIII. ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2025/2026 **(BOARD ACTION)**
 - A. Oath of Office given after nomination, motions and vote
- IX. OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS, MR. MICHAEL PERO
- X. APPOINTMENTS: **(BOARD ACTION)**

BE IT RESOLVED, that the below listed appointments be approved for the 2025/2026 school year, retroactive to July 1, 2025, 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.

DISTRICT CLERK	Deborah Carpenter	\$24,882
DISTRICT TREASURER	Rachel Smith	\$97,284
ASSISTANT DISTRICT TREASURER	Terrence Hasseler	-----
INTERNAL CLAIMS AUDITOR	Ginny Winter	\$25.00/hr.
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	TBD	-----
DEPUTY (SUBSTITUTE) PURCHASING AGENT	Rachel Smith	-----
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	Rachel Smith	-----
RECORDS MANAGEMENT OFFICER	Deborah Carpenter	-----
RECORDS ACCESS OFFICER	Deborah Carpenter	-----
DISTRICT ASBESTOS DESIGNEE	Matt Lopresti	\$4,000
TITLE IX OFFICER	Shawn Clark	-----
PURCHASING AGENT	Leslie Pawluckie	-----
DESIGNATED EDUCATION OFFICIAL	Shana Cutaia	-----
SAFETY COUNCIL	*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	Jami Kogler	-----
DATA PRIVACY OFFICER (DPO)	Matt Kwiatkowski	-----

BE IT RESOLVED that Harris Beach Murtha Attorneys at Law; Bond, Schoenick & King Attorneys; and Ferrara Fiorenza PC Attorneys and Counselors at Law be appointed as the school district's attorneys for the 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 school year.

XI. DESIGNATIONS (BOARD ACTION)

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2025/2026 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	\$ 50,000,000
Community Bank, NA	\$ 50,000,000
Customers Bank	\$ 50,000,000
NYCLASS/NYLAF	\$ 100,000,000
NY MuniTrust Empire Fund	\$ 50,000,000

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2025/2026 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2026 meetings:

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

July 8 – Tuesday Reorganization/Regular Meeting (5:00 p.m.)
August 12 – Tuesday (5:00 p.m.)
September 9 – Tuesday
October 14 – Tuesday
November 4 – Tuesday
December 9 – Tuesday
January 13 – Tuesday
February 3 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
February 24 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
March 10 – Tuesday – 6:00 Work Session/7:00 Regular Meeting
April 14 – Tuesday - Budget Adoption and Regular Meeting
May 12 – Tuesday – Regular Meeting and Budget Hearing
May 19 – Tuesday – Annual Mtg. – Budget Vote/BOE Election (7 am – 9 pm)
June 16 – Tuesday

Summer 2026

July 14 – Tuesday – Reorganization/Regular Meeting (5:00 p.m.)
July 14/15 (Summer Workshop) Location/Times TBD
August 11 - Tuesday - Regular meeting (5:00 p.m.)

Board Retreats – 5:00-6:30 p.m. unless otherwise noted *Dates are subject to change.

July 16, 2025
October 1, 2025
January 7, 2026
April 8, 2026
June 10, 2026

Building Tours: These are done on the same day as monthly Board visits for Elementary and Secondary.

Audit Oversight Committee Meetings – 3:30-4:30 p.m. – Location to be determined.

October 1, 2025
December 3, 2025
May 27, 2026

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 2025/2026 school year.

XII. 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 2025/2026 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 2025/2026 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 school year.

BE IT RESOLVED, that the District for the 2025/2026 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 2025/2026 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 2025/2026 school year.

Title	Card Holder	Per Use Limit	Daily Limit
Asst. Superintendent for Business	M. Vespi	\$5,000	\$15,000
Interim Asst. Superintendent for Business	S. Covell	\$5,000	\$15,000
Asst. Superintendent for Human Resources	S. Clark	\$5,000	\$15,000
Asst. Superintendent for Instruction	H. Clayton	\$5,000	\$15,000
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, M. Miceli)	\$1,000	\$3,000
Grounds Foreman	M. Miceli	\$1,000	\$3,000
Director of Technology	M. Kwiatkowski	\$500	\$1,000

XIII. BOARD COMMITTEE APPOINTMENTS

- A. Monroe County School Boards Association Committees
 - 1. Executive
 - 2. Leadership
 - 3. Legislative
 - 4. District Operations
 - 5. Information Exchange
 - 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. Community Engagement/BOE Insight
 - 7. Policy Committee Ad-Hoc

BOE Self Evaluation – President usually serves as an ex-officio member of the self-evaluation subcommittee work.

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 2, 2025
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 2025-2026 school year at the Reorganizational meeting of the Pittsford Board of Education:

School	Dignity Act Coordinator
Allen Creek Elementary	Jeffrey Pollard, Principal
Jefferson Road Elementary	Stephanie Barg Principal
Mendon Center Elementary	Jessica LeVan, 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
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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 2025-2026 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 2025/2026 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