

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 12, 2025
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. APPROVAL OF MINUTES: **July 8, 2025 – Reorganizational and Regular Meeting** (BOARD ACTION)
July 16, 2025 – Special Meeting (BOARD ACTION)
July 24, 2025 – Special Meeting (BOARD ACTION)
- V. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board Leadership – next meeting – 9/10/25
 - 2. Executive Committee – next meeting – 10/8/25
 - 3. Information Exchange Committee – next meeting – 9/10/25
 - 4. District Operations Committee – next meeting - 9/17/25
 - 5. Legislative Committee – next meeting – 9/3/25
 - 6. Steering Committee – next meeting – 11/5/25
 - B. Other Meeting Reports
 - C. Dates to Remember
 - 1. 9/2/25 – All Staff Orientation – 7:45 a.m. – Mendon High School
 - 2. 9/4/25 – Schools Open
 - 3. 9/9/25 – Next Regularly Scheduled Meeting
- VI. FINANCIAL REPORT – Mr. Hasseler
 - A. Action Items:
 - 1. Budget Transfer Request – Career Award Accrual as of 6/30/25 (BOARD ACTION)
 - 2. Budget Transfer Request – Transfer Local Share SPED ESY (BOARD ACTION)
 - 3. Year End Transfer to Reserve Funds (BOARD ACTION)
 - 4. Tax Levy Approval and Tax Collection Process (BOARD ACTION)
 - 5. Student Transportation Contract 2025-26-Transpo Bus Services LLC (BOARD ACTION)
 - 6. Tax Certiorari Settlement – JP Morgan Chase Bank, N.A. (BOARD ACTION)
 - 7. Declaration of Surplus & Scrap Equipment – Food Service (BOARD ACTION)
 - 8. Resolution to Approve Change Orders to \$69M Capital Improvement Project (BOARD ACTION)
 - 9. Bid Awards (See Consent Agenda)
 - a. Fresh Bagels
 - b. Fresh Pizza
 - c. Musical Instruments
 - d. Textbook and Library Book Disposal
 - B. Discussion:
 - 1. Professional Service Contracts Report
 - C. Other:

For Board
Approval

1.

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Tuesday, July 8, 2025
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 8, 2025.

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

OTHERS PRESENT: *The sign-in sheets in their entirety are duly made a part of these minutes and are kept in a supplemental file for this meeting.*

1. Mr. Pero called the Reorganization Meeting to order at 5:02 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. Emily Kay.
4. Mrs. Carpenter administered the Oath of Office to re-elected Board member Mr. Dave Berk.

5. 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 approves the agenda for the Reorganization Meeting. **APPROVED: AGENDA**
Vote: Unanimously carried

Mrs. Huels arrived @ 5:05 pm

6. A motion was made by Mrs. Scott, seconded by Mrs. Pelusio and carried electing Mr. Jeff Casey to the office of President of the Pittsford Central School District Board of Education for the 2025/2026 school year. **APPROVED: J. CASEY PRESIDENT**
Vote: Unanimously carried

7. Mrs. Carpenter administered the Oath of Office to President Casey.

8. A motion was made by Mrs. Kay, seconded by Mrs. Scott and carried electing Mrs. Sarah Pelusio to the office of Vice-President of the Pittsford Central School District Board of Education for the 2025/2026 school year. **APPROVED: S. PELUSIO VICE-PRESIDENT**
Vote: Unanimously carried

9. Mrs. Carpenter administered the Oath of Office to Vice-President Pelusio.

10. Mrs. Carpenter administered the Oath of Office to Superintendent Pero.

11. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Berk regarding the following resolutions: **APPROVED: APPOINTMENTS**
Vote: Unanimously carried

2.

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.

12. Motion was made by Mrs. Kay, seconded by Mrs. Pelusio and carried regarding the following designations:
Vote: Unanimously carried

**APPROVED:
DESIGNATIONS**

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

4.

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.

13. Motion was made by Mr. Berk, seconded by Mrs. Scott and carried regarding the following resolutions:
Vote: Unanimously carried

**APPROVED:
AUTHORIZATIONS**

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

6.

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

14. The following committee participation was determined by the Board of Education members for the 2025/2026 school year.

BOARD COMMITTEE APPOINTMENTS

A. Monroe County School Boards Association Committees

1. Executive Mike Pero, Superintendent
Jeff Casey, BOE President
2. Leadership Jeff Casey, BOE President
Sarah Pelusio, BOE VP (Alt)
3. Legislative Emily Kay
Dave Berk (Alt)
4. District Operations Robin Scott
Emily Kay (Alt)
5. Information Exchange Kim Huels
Emily Kay (Alt)
6. Steering Committee Sarah Pelusio

B. District or Board Committees

1. Legislative Liaison Sarah Pelusio
2. Teacher Center Policy Board Emily Kay
3. Town/Village/School District Leadership Superintendent, BOE President, BOE Vice-President
4. Audit Oversight Committee Jeff Casey, Sarah Pelusio, Robin Scott
5. District Advocacy Committee Superintendent, President, Legislative Liaison
6. Community Engagement/ BOE Insight René Sanchez-Kazacos, Kim Huels, Dave Berk
7. Policy Committee Ad-hoc Kim Huels, Emily Kay, René Sanchez-Kazacos

BOE Self Evaluation - Jeff Casey will serve as an ex-officio member of the self-evaluation subcommittee work.

**Denotes subcommittee Chair*

REGULAR MEETING
July 8, 2025

1. Mr. Casey called the Regular Meeting to order at 5:11 p.m.
2. 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 agenda for this evening's meeting.
Vote: Unanimously carried **APPROVED:
AGENDA**
3. Motion was made by Mr. Berk, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 17, 2025, Regular meeting.
Vote: Unanimously carried **APPROVED:
MINUTES
6/17/25**
4. Board/Other Reports: Mr. Casey noted that the MCSBA meetings have not yet begun.
5. Board members participated in reading the commitment of service documents (Board Governing Mission and Communications Agreement), and both documents were signed by all Board members.
6. Motion was made by Mrs. Huels, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby adopt the 2025/2026 Board Governing Mission as presented.
Vote: Unanimously carried **ADOPTED:
BOARD
GOVERNING
MISSION**
7. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby adopt the 2025/2026 Board Communications Agreement as presented.
Vote: Unanimously carried **ADOPTED:
BOARD
COMMUNICATIONS
AGREEMENT**
8. Mr. Casey noted that all Board members executed their annual Code of Ethics acknowledgement this evening.
9. Motion was made by Mrs. Scott, seconded by Mr. Berk 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, 2025.
Vote: Unanimously carried **ACCEPTED:
TREASURER'S
REPORT**
10. Motion was made by Mrs. Huels, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education does hereby approve the transportation costs with Monroe #1 BOCES estimated to be Sixty-Two Thousand Eight Hundred and Seventy-Two dollars (\$62,872) to transport and provide attendant/aide services to Pittsford Central School District students with special needs for the Extended 2025 School Year.
Vote: Unanimously carried **APPROVED:
MONROE #1 BOCES
TRANSPORTATION
CONTRACT - ESY 2025**
11. 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 does hereby approve the transportation costs with Monroe #1 BOCES estimated to be One Hundred Thirty-Two Thousand Eight Hundred and Sixty-Eight dollars (\$132,868) to transport Pittsford Central School District students with special needs and students enrolled in vocational programs for the 2025-2026 School Year.
Vote: Unanimously carried **APPROVED:
MONROE #1 BOCES
STUDENT TRANSP.
CONTRACT 2025-26 SY**

8.

12. Motion was made by Mrs. Scott, seconded by Mrs. Kay and carried regarding the following resolution:

Vote: Unanimously carried

**APPROVED:
RASHP I
RESTATED MCA**

WHEREAS, the Pittsford Central School District (District) participates in the Rochester Area School Health Plan I (RASHP I), a municipal cooperative under Article 5G of the General Municipal Law; and

WHEREAS, the RASHP I Board of Directors has approved an amended and restated Municipal Cooperation Agreement (“Restated MCA”) to be effective as of January 1, 2026 which updates and clarifies rules regarding participation and withdrawal from RASHP I as well as making other clarifying operational changes; and

WHEREAS, the Restated MCA requires a District to execute an updated adoption agreement prior to January 1, 2026 if the District desires to continue to participate in RASHP I on and after January 1, 2026; and

WHEREAS, the Pittsford Central School District Board (“Board”) has reviewed the Restated MCA and adoption agreement and agrees to the terms thereof; and

WHEREAS, the Pittsford Central School District desires to continue to participate in RASHP I on and after January 1, 2026 under the terms of the Restated MCA and adoption agreement;

NOW, THEREFORE, BE IT RESOLVED that the Pittsford Central School District hereby agrees to participate in RASHP I effective on and after January 1, 2026 under the terms of the Restated MCA and adoption agreement.

BE IT FURTHER RESOLVED that the Board hereby authorizes Terrence Hasseler to sign the adoption agreement on behalf of the Pittsford Central School District.

13. Motion was made by Mrs. Pelusio, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District does hereby approve the budget transfer of One Hundred Forty-Three Thousand dollars \$143,000 to be allocated into contractual code 640-1621-400-0621- OM Contractual Services from various Salary Codes. These surpluses were caused by vacancies and shifts in staffing.

Vote: Unanimously carried

**APPROVED:
BUDGET TRANSFER
BRMS CABLING -
PA SYSTEM**

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

Vote: Unanimously carried

**APPROVED:
CHG. ORD./AUTH.
DURING CIP**

WHEREAS, the Board of Education of the Pittsford Central School District (the “Board of Education”) previously authorized its 2023 Capital Improvement Project (the “Project”); and

WHEREAS, the Project is in its construction phase; and

WHEREAS, the Board of Education desires to authorize the Superintendent of Schools to execute contract change orders and contract allowance authorizations in compliance with General Municipal Law §103(1), to allow the work of the Project to proceed in between Board of Education regular meetings, with the understanding that all such approved change orders and allowance authorizations will be presented to the Board of Education for ratification as soon as practicable; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to approve the proposed authority;

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education authorizes the Superintendent of Schools to execute change orders and allowance authorizations for the Project prior to Board of Education final approval, with a maximum limit to the authority of Thirty-Five Thousand Dollars (\$35,000) per change order or per allowance authorization.
2. A report of the Change Orders and Allowance Authorizations executed by the Superintendent of Schools shall be presented to the Board of Education for ratification as soon as practicable.
3. Upon Board of Education approval, this Resolution shall take effect immediately.

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

**APPROVED:
PROFESSIONAL
STAFF REPORT**

A. Appointment – Administrator

Name: Stephanie Barg
Position: MHS Assistant Principal
Type of Position: Probationary
Tenure Area: Assistant Principal
Probationary Period: 08/01/2025 - 07/31/2029
Certification: Initial
Salary: \$102,000.00
Effective Date: 08/01/2025

B. Appointment – Certificated Staff

Name: Vincent Ippolito
Position: SHS Social Studies
Type of Position: Probationary
Tenure Area: Social Studies
Probationary Period: 09/01/2025 - 08/31/2029
Certification: Professional
Salary: \$64,302.00
Effective Date: 09/01/2025

Name: Jeri Goldberg
Position: SHS Chemistry
Type of Position: Probationary
Tenure Area: Chemistry
Probationary Period: 09/01/2025 - 08/31/2029
Certification: Initial
Salary: \$53,070.00
Effective Date: 09/01/2025

C. Appointment – Certificated Staff – Increase in FTE

Name: Renee Giordano
Position: PRE .5 Math/.2 Science
Type of Position: Part-Time
Tenure Area: N/A
Probationary Period: N/A

10.

Certification: Professional
Salary: \$46,926.00
Effective Date: 09/01/2025

Name: Kristen Kremers
Position: JRE .5/TRE .1 School Psychologist
Type of Position: Part-Time
Tenure Area: N/A
Probationary Period: N/A
Certification: Permanent
Salary: \$42,078.00
Effective Date: 09/01/2025

D. Appointment - Certified Staff - Correction of Salary

Name: Whitney Raymo
Position: MHS School Counselor
Type of Position: Probationary
Tenure Area: School Counselor
Probationary Period: 09/01/2025 - 08/31/2028
Certification: Professional
Salary: \$58,117.00
Effective Date: 09/01/2025

E. Resignation - School Related Professional - see attached letter

Margot Queenan
Emma Magioncalda
Katherine Vicks
Daniel Hacker
Adriana Scalise

F. Resignation - Administrative Substitute - see attached letter

Stephen Marafino

G. Resignation - Building Substitute - see attached letter

Barbara Kline

H. Building Substitute - position ended

Sylvene Reister Goggin
Aiden Pellegrino
Yoseph Beneshti Shirazi
Jared Levine
Tanya Hofler
Michael Demme
Chloe Smith

I. Fall Coaching Salaries - see attached

J. Appointment - Substitutes

Teacher Subs

Elaine Busch
Sara Canbolat

Rebecca Osborne
 Cole Villareale
 Christopher Walent
 Steven Zielke

Para Subs

Amelia Adiutori
 Elaine Busch
 Lilly Calabrese
 Dhivya Nadanam
 Rebecca Osborne
 Emily Warren

16. Motion was made by Mrs. Scott, 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

**APPROVED:
 SUPPORT
 STAFF REPORT**

CLERICAL			LENGTH	
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Brian Pickett	Accounts Payable	BRMS-E	4.8 yrs.	06/30/2025

TRANSPORTATION					
<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Colleen Ross	Bus Dispatcher	TMF	40/wk.	7/01/2025	\$70,000.00

CUSTODIAL/MAINTENANCE					
<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Jackson Bonin	Student Helper	DO	per diem	06/30/2025	\$16.00/hr.
Raymond Preble	Student Helper	DO	per diem	06/30/2025	\$16.00/hr.
Alison Proffitt	Student Helper	DO	per diem	06/30/2025	\$16.00/hr.
Collin Trapiss	Student Helper	TMF	per diem	06/30/2025	\$16.00/hr.

CUSTODIAL/MAINTENANCE			LENGTH	
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Chandler Poplawski	Cleaner	SHS	4 mos.	06/23/2025

FOOD SERVICE			LENGTH	
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Meghan McKowne	Asst. Cook Mgr.	SHS	10 mos.	06/11/2025

FOOD SERVICE			LENGTH	
<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Hiroe Valentine	Food Service Worker	CRMS	10.4 yrs.	06/30/2025

17. Motion was made by Mrs. Huels, 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 Per Diem Substitutes and Specialists Salaries as follows:
 Vote: Unanimously carried

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

12.

	<u>2024 - 2025</u>	<u>2025 - 2026</u>
Tutors -		
In-hospital students	23.00/hr.*	23.00/hr.*
Lifeguards (school year)	18.00/hr.	20.00/hr.
Accompanist	21.00/hr.	21.00/hr.
Teacher Building Substitute (Certified)—Reports Daily	150.00/day	165.00/day
Substitute Teachers/LPN – Minimum 2 yrs. of college	120.00/day	130.00/day
Substitute Teachers/RN—Certified Teacher	145.00/day	155.00/day
Substitute Teachers—Retired PCSD	155.00/day	160.00/day
Substitute Paraprofessionals	15.50/hr.	16.00/hr.
Kindergarten Screeners (district and non-district)	27.00/hr.	27.00/hr.
Administrative Substitute	300.00/day	325.00/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	15.50/hr.	16.00/hr.
District Physician	40,043/yr.	40,043/yr.
A.P. Proctoring	31.09/hr.	31.09/hr.
Bus Washer	16.12/hr.	17.47/hr.

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

19. 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 calling an Executive Session for the purpose of discussing the employment of a particular person, where no official business will be conducted. **APPROVED: EXECUTIVE SESSION**
 Vote: Unanimously carried

20. Superintendent’s Report: Mr. Pero noted the following gifts to the District:

- Donation of eight (8) new Art Panels valued at \$1,791.00 for Park Road Elementary School from the Park Road PTSA.
- Donation of \$2,000.00 from the Thornell Road PTSA towards the purchase of furniture/storage space for the cafeteria at Thornell Road Elementary School.

Mr. Pero noted the 2nd reading of the following policies, that are under the Consent Agenda.

- #5689 - Maximum Temperature for School Buildings and Indoor Facilities
- #5720 - Transportation of Students
- #7316 - Use of Internet-Enabled Messaging Devices During the School Day

Mr. Pero noted the following:

- The introduction of our 2025-2026 ex-officio student Board member representative from Mendon HS, Mesude Ersoz who was present this evening.
- Thanked over 60 stakeholders who participated in today’s summer workshop.
- Reviewed highlights of tomorrow’s workshop with regards to the new cell phone policy.
- Noted the next steps regarding the regulations and best practices of the new cell phone policy.
- Provided an update and final guidance around universal free meals.
- Provided an update on the Food Service Committee.

21. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Scott and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:
Vote: Unanimously carried

**APPROVED:
CONSENT
AGENDA**

Bid Awards:

25-26 Custodial Supplies Bid	Various Vendors	\$27,294.31
25-26 Athletic Supplies & Equipment	Various Vendors	\$92,759.12
25-26 Athletic Apparel	Varsity Brand Holding Co, Inc dba BSN	18,736.30
RFB-2025-02 Digitization Services	***Recommendation to reject all bids***	

MOA

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

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

Committee on Preschool Special Education: Annual Reviews, Requested Review, Amendment - Agreement No Meeting.

Gifts to the District:

- Donation of eight (8) new Art Panels valued at \$1,791.00 for Park Road Elementary School from the Park Road PTSA.
- Donation of \$2,000.00 from the Thornell Road PTSA towards the purchase of furniture/storage space for the cafeteria at Thornell Road Elementary School.

Policy Approvals: #5689 - Maximum Temperature for School Buildings and Indoor Facilities
#5720 - Transportation of Students
#7316 - Use of Internet-Enabled Messaging Devices During the School Day

22. New Business: Mr. Casey thanked Mrs. Scott for the past 2 years of leadership and friendship.

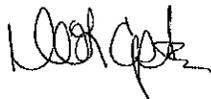
23. Motion was made by Mrs. Kay, seconded by Mrs. Huels and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves recessing its Reorganization and Regular Meeting in order to enter into Executive Session at 5:34 p.m.
Vote: Unanimously carried

**APPROVED:
RECESS**

24. 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 adjournment of its Reorganization and Regular Meetings at 6:06 p.m.
Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

PITTSFORD CENTRAL SCHOOL DISTRICT
Board of Education Meeting
Wednesday, July 16, 2025
Barker Road Middle School
(SPECIAL MEETING)

The SPECIAL MEETING of the Pittsford Central School District Board of Education began at 4:30 p.m. in Room 410, Barker Road Middle School on Wednesday, July 16, 2025.

BOARD MEMBERS PRESENT: J. Casey, S. Pelusio, D. Berk, E. Kay, R. Sanchez-Kazacos, R. Scott.
BOARD MEMBERS ABSENT: K. Huels.
LEADERSHIP TEAM PRESENT: M. Pero.

1. Mr. Casey called the Special Meeting to order at 4:35 p.m.

2. 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 agenda for this meeting. **APPROVED: AGENDA**
Vote: Unanimously carried by those present

3. Motion was made by Mrs. Pelusio, seconded by Mrs. Scott and carried regarding the following resolution: **APPROVED: CAPITAL PROJECT CHANGE ORDER**
Vote: Unanimously carried by those present

WHEREAS, the Board of Education of the Pittsford Central School District (the "Board of Education") has previously undertaken its 2023 Capital Improvement Project, SED Control No.: 26-14-01-06-0-009-028 for work at Mendon High School (the "Project"); and

WHEREAS, during the course of the Project due to unanticipated underground conditions certain changes to the work have been determined by SEI Design Group, the Project Architect, to be required; and

WHEREAS, the Project Architect and Construction Manager, and the contractor execute proposed Change Order-201-006, dated July 11, 2025, in the amount of \$332,700 amending the contract with D'Agostino General Contractors, Inc., dated March 19, 2025: for the sanitary sewer line revisions and installation described therein ("Change Order"); and

WHEREAS, the Change Order has been shared with the Board of Education, and it has been determined that it is in the best interest of the School District to approve the proposed Change Order;

NOW, THEREFORE be it resolved as follows:

1. The Board of Education approves the contract change set out in the Change Order.
2. The Board of Education hereby authorizes the President of the Board to sign the Change Order on behalf of the School District.
3. The Board of Education hereby authorizes the Superintendent of Schools to sign the New York State Education Department required certification in connection with the Change Order and take all actions necessary or convenient to satisfy the applicable New York State Education Department Change Order certification and filing requirements.
4. Upon Board of Education approval, this Resolution shall take effect immediately.

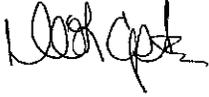
15.

4. Motion was made by Mrs. Kay, seconded by Mrs. Pelusio and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Special Meeting at 4:38 p.m.

Vote: Unanimously carried by those present

**APPROVED:
ADJOURNMENT**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Deborah L. Carpenter". The signature is stylized and cursive.

Deborah L. Carpenter
School District Clerk

For Board Approval

PITTSFORD CENTRAL SCHOOL DISTRICT
 Board of Education Meeting
 Thursday, July 24, 2025
 Barker Road Middle School
 (SPECIAL MEETING)

The SPECIAL MEETING of the Pittsford Central School District Board of Education began at 8:00 a.m. in Room 410, Barker Road Middle School on Thursday, July 24, 2025.

BOARD MEMBERS PRESENT: J. Casey, S. Pelusio, E. Kay, R. Sanchez-Kazacos, R. Scott.
 BOARD MEMBERS ABSENT: D. Berk, K. Huels.
 LEADERSHIP TEAM PRESENT: M. Pero, S. Clark.

1. Mr. Casey called the Special Meeting to order at 8:01 a.m.

2. Motion was made by Mrs. Scott, seconded by Mrs. Sanchez-Kazacos 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 by those present

3. Motion was made by Mrs. Pelusio, 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 Professional Staff Report: **APPROVED: PROFESSIONAL STAFF REPORT**
 Vote: Unanimously carried by those present

A. Appointment – Administrator

Name: Audra Schmitt
 Position: JRE Interim Principal
 Type of Position: Administrative Substitute
 Tenure Area: N/A
 Probationary Period: N/A
 Certification: Professional
 Salary: \$475.00 daily
 Effective Date: 08/01/2025

B. Resignation – Teachers – see letter attached

William Dixon
 Brian Bohrer
 Matthew Lindstrom
 Evelina Fanning

4. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Scott 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: **APPROVED: SUPPORT STAFF REPORT**
 Vote: Unanimously carried by those present

CLERICAL RETIREMENTS	POSITION	BLDG	LENGTH OF SVC	DATE
Wendy Lista	Office Clerk III	MHS	22.9 yrs.	07/30/2025

17.

5. Motion was made by Mrs. Pelusio, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, accepts a resignation agreement as presented.
Vote: Unanimously carried by those present

**ACCEPTED:
RESIGNATION
AGREEMENT**

6. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Scott and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, accepts a resignation agreement as presented.
Vote: Unanimously carried by those present

**ACCEPTED:
RESIGNATION
AGREEMENT**

7. Motion was made by Mrs. Pelusio, seconded by Mrs. Kay and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Special Meeting at 8:06 a.m.
Vote: Unanimously carried by those present

**APPROVED:
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter
School District Clerk

Pittsford Schools

Administrative Offices
75 Barker Road – East Wing
Pittsford, NY 14534
585-267-1046
Fax: 585-381-9368

Rachel Smith
District Treasurer

Rachel_Smith@pittsford.monroe.edu

Date: August 12, 2025

To: Michael Pero, Superintendent
Scott Covell, Interim Assistant Superintendent for Business

From: Rachel Smith, District Treasurer



Re: Budget Transfer Request – Career Award Accrual as of 6/30/2025

While finalizing the year-end closeout and determining final accrual for Career Awards for retirements known of as of June 30, 2025 that are to be paid within the next school year, the amount determined was more than what had been budgeted for in the 2024-2025 budget. This was in large part due to the Memorandum of Agreement approved for retirement incentives on August 13, 2024.

After reviewing the current budget, the District realized lower costs in Social Security, Employee Retirement and Operations & Maintenance Contracted Services costs than was anticipated during budget development. Pursuant to Board Policy 5530, any transfer in excess of \$75,000 between function codes requires Board of Education approval. Therefore, I recommend for consideration the following resolution:

BE IT RESOLVED, that the Board of Education of the Pittsford School District does hereby approve the budget transfer of Six Hundred Twenty-Two Thousand Three Hundred Sixty-Four Dollars (\$622,364) to A830-9089-800-0889 Longevity/Career Award from A830-9030-800-0802 Social Security \$199,928, A830-9010-800-0800 Employee Retirement \$142,548 and A640-1620-400-0620 OM Contracted Services \$279,888 for Career Award Payments.

Pittsford Schools

Rachel Smith
District Treasurer

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75 Barker Road – East Wing
Pittsford, NY 14534
585-267-1046
Fax: 585-381-9368
Rachel_Smith@pittsford.monroe.edu

Date: August 12, 2025

To: Michael Pero, Superintendent
Scott Covell, Interim Assistant Superintendent for Business

From: Rachel Smith, District Treasurer 

Re: Budget Transfer Request – Transfer Local Share Special Education ESY

While finalizing the year-end closeout and determining final balances for Special Education ESY it was determined that the state approved costs were less than the actual costs related to the ESY program. As a result, the local portion needed to cover the additional costs beyond what New York State aid will cover for the ESY program is more than was anticipated during the budget development process.

After reviewing the current budget, the District realized less Private School Tuition costs than was anticipated during budget development. Pursuant to Board Policy 5530, any transfer in excess of \$75,000 between function codes requires Board of Education approval. Therefore, I recommend for consideration the following resolution:

BE IT RESOLVED, that the Board of Education of the Pittsford School District does hereby approve the budget transfer of Ninety-Five Thousand Eight Hundred Twenty-Two Dollars (\$95,822) to **A810-9901-950-0904 Transfer to Special Aid** from **A430-2250-472-2552 Private School Tuition** for Special Education ESY.

Pittsford Schools

Terrence Hasseler
Budget Director

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1036

Fax: 585.381.9368
Terrence_hasseler@pittsford.monroe.edu

Date: August 12, 2025

To: Michael Pero, Superintendent of Schools

From: Terrence Hasseler, Budget Director

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 District Treasurer 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 12, 2025 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 Sixty-Two Thousand Six Hundred and Fifty Eight Dollars (\$2,062,658) of unappropriated fund balance from the General Fund as of June 30, 2025 to the "Capital Reserve – Transportation Vehicles" 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, 2025 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 One Million Eight Hundred and Thirty-Four Thousand Nine Hundred Thirty Dollars (\$1,834,930) of unappropriated fund balance from the General Fund as of June 30, 2025 to the General Capital Instructional Technology Reserve Fund pursuant to its authority under a proposition approved by the voters on May 21, 2024.

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 Five Hundred Thousand Dollars (\$500,000) of unappropriated fund balance from the General Fund as of June 30, 2025 to the General Capital Swimming Facility Reserve Fund pursuant to its authority under a proposition approved by the voters on May 16, 2023.

Liability Reserve

BE IT RESOLVED that the Board of Education of the Pittsford Central School District at its regular meeting does hereby authorize the transfer One Hundred and Twenty-Five Thousand Dollars (\$125,000) of unappropriated fund balance from the General Fund as of June 30, 2025 to the Liability Reserve pursuant to its authority unanimously established and approved by the Board of Education at its regular meeting held on June 26, 2006.

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 One Million Dollars (\$1,000,000) of unappropriated fund balance from the General Fund as of June 30, 2025 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 Fifty Thousand Dollars (\$50,000) of unappropriated fund balance from the General Fund as of June 30, 2025 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.

Pittsford Schools

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Scott_Covell@pittsford.monroe.edu

Scott Covell
Interim Assistant Superintendent for Business

Date: August 12, 2025
To: Michael Pero, Superintendent of Schools
From: Scott Covell, Interim 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 2025-26. 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 the 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 2025-26, the voters approved a tax levy increase of \$2,692,051 or 2.34%. Assessed values for each town located within the district's Monroe County boundaries increased overall by 0.22% with a notable decrease in Brighton and Penfield's assessed value and a slight decrease in Perinton and Victor's assessed value. Additionally, equalization rates decreased in every town. (The school district has no control over equalization rates.) Typically, tax rates will decrease as assessed values increase and tax rates will increase if the equalization rate decreases. Since the equalization rate decreased in every town and there was not a corresponding increase in assessed value, to offset the rate decrease, some towns have higher tax rate increases than others. The overall tax rate in the district will increase by 2.13%. In Pittsford where **78.08%** of the tax levy is allocated, the tax rate will increase by 3.71%, which is higher than the tax levy increase of 2.34%.

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:

2025-2026 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 \$117,659,555 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 \$1,496,992 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, 2025, without penalty, and for a period of 31 days thereafter with a two percent (2%) penalty, as provided by the statute.

SC:nn
cc: R. Smith

Pittsford Schools

Terrence Hasseler
Budget Director

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1036

Fax: 585.381.9368
Terrence_Hasseler@pittsford.monroe.edu

Date: August 12, 2025

To: Michael Pero, Superintendent of Schools

From: Terry Hasseler, Budget Director

Re: Transpo Bus Services LLC – Regular Year

The District will contract with Transpo Bus Services LLC to transport students with special needs and students enrolled in vocational programs during the 2025-2026 school year. Included is internal transportation which is offered for all special education students. Attached is information detailing the anticipated cost of the services. Please be advised that the total charge may vary throughout the year as student placements/IEPs and enrollments may change.

I therefore recommend the following resolution to be approved by the Board of Education.

BE IT RESOLVED that the Board of Education does hereby approve the transportation costs with Transpo Bus Services LLC estimated to be Nine-Hundred and Fifty Thousand Dollars (\$950,000) to transport Pittsford Central School District students with special needs and students enrolled in vocational programs for the 2025-2026 School Year.

Pittsford Schools

Rachel Smith
District Treasurer

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75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1046
Fax: 585.381.9368
Rachel_Smith@pittsford.monroe.edu

Date: August 12, 2025

To: Michael Pero, Superintendent of Schools
Scott Covell, Interim Assistant Superintendent for Business

From: Rachel Smith, District Treasurer 

Re: Tax Certiorari Settlement – JP Morgan Chase Bank, N.A.

Please see the attached proposed settlement for 31 State St. v. Town of Pittsford.

This is for JP Morgan Chase Bank, N.A. which is a local bank office building within the Town of Pittsford. The district's counsel spoke with the counsel for the Town of Pittsford, and they indicated that this case is similar to the previous cases that have recently been settled in the 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 2020-2021 but hasn't been settled until now. Due to the timing of approval on this settlement, there is also a claim pending for the 2025-2026 year. The proposed settlement grants an assessment reduction of \$320,400 for the 2024-2025 year.

The district counsel stated that the Town of Pittsford 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.

Pittsford Schools

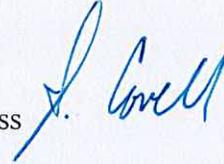
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Scott_Covelli@pittsford.monroe.edu

Scott Covell
Interim Assistant Superintendent for Business

Date: August 12, 2025
To: Michael Pero, Superintendent of Schools
From: Scott Covell, Interim Assistant Superintendent for Business
Re: Declaration of Surplus & Scrap Equipment – Food Services



The Director of Food Services has declared the following equipment as surplus or obsolete.

Allen Creek ES

- Convection Stack Ovens, Blodgett, Tag #001610

Jefferson Road ES

- Skittle, Legion, Tag #001770

Thornell Road ES

- Combi Oven, Alto Sham, Tag #001782

Mendon HS

- Pass through warmer & cooler, Koch, Tag #1693

Sutherland HS

- Convection Stack Ovens, Blodgett, Tag #001549

It is my recommendation that the Board of Education declare these items scrap/surplus 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 surplus and does hereby authorize the sale and receipt of proceeds from such.

Pittsford Schools

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Scott_Covelli@pittsford.monroe.edu

Scott Covell
Interim Assistant Superintendent for Business

Date: August 12, 2025

To: Michael Pero, Superintendent of Schools

From: Scott Covell, Interim Assistant Superintendent for Business



Re: Resolution Approving Capital Construction Project Change Orders

On July 8, 2025, the Board of Education approved a Resolution authorizing the Superintendent to execute change orders up to Thirty-five Thousand Dollars (\$35,000) for the \$69M Capital Improvement Project. Attached is a summary of the change orders executed by the Superintendent.

The following resolution to ratify the approved change orders is recommended for your approval:

WHEREAS, the Board of Education of the Pittsford Central School District (the “Board of Education”) previously authorized its 2023 Capital Improvement Project (the “Project”); and

WHEREAS, during the construction phase of the Project certain contract changes have been determined by the Project Architect, the Project Construction Manager, and the Superintendent of Schools to be in the best interest of the School District; and

WHEREAS, the Project Architect, the Project Construction Manager, and the contractor involved have prepared, signed, and submitted documents evidencing Change Orders for the contract changes set out in the attached report which is incorporated in this Resolution by reference; and

WHEREAS, the Superintendent of Schools has signed the contract Change Orders pursuant to previously granted authority, with the understanding that all such approved Change Orders will be presented to the Board of Education for ratification and approval as soon as practicable; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to ratify the actions of the Superintendent of Schools and approve the proposed contract Change Orders;

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education hereby ratifies and approves the Change Orders signed by the Superintendent as set out in the attached report and/or authorizes the President of

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

www.pittsfordschools.org

the Board and/or the Superintendent of Schools to sign the Change Orders on behalf of the Board of Education and take all actions necessary or convenient to proceed under the contracts as amended by the Change Orders in connection with the Project.

2. The Board of Education hereby authorizes the President of the Board and the Superintendent of Schools to sign all New York State Education Department required certifications in connection with this resolution and take all actions necessary or convenient to satisfy all applicable filing requirements for the Change Orders.
3. This Resolution shall take effect immediately.

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Rachel Smith, Treasurer
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE DATE: August 12, 2025
TOPIC: Fresh Bagels
Advertised Date: July 11 2025, *The Daily Record*
Date of Bid Opening: July 24, 2025
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: C 94-2860-410 School Lunch Budget

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

ITEM BID	RECOMMENDED VENDOR
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25-26 Fresh Bagels

Brownstein's

Estimated 800 Dozen/Bagels for contract period

(800 x \$ 9.00/dozen = \$7,200.00)

Bagels are sold a la carte in all nine PCSD lunchrooms.

Comments: The 25-26 Fresh Bagel Bid contract is valid from BOE Approval through 06/30/26. Bid responses were reviewed by Elena Montgomery, Food Service Director, Christina Maldonado, Assistant Food Service Director, and Leslie Pawluckie, Purchasing Agent.



Rachel Smith, Treasurer

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Rachel Smith, Treasurer
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE DATE: August 12, 2025
TOPIC: Fresh Pizza
Advertised Date: July 11, 2025, *The Daily Record*
Date of Bid Opening: July 24, 2025
Time of Bid Opening: 10:00AM
Source of Funds: C94 2860 410 School Lunch Budget

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

Vendor	Item Bid	Cost per Pizza
Smart Dough BD, Inc dba: Domino's	Cheese and Pepperoni Pizza	\$9.95
	Cheese Pizza	\$9.95
	Specialty Pizza	\$11.99

Comments: The 25-26 Fresh Pizza Bid runs from BOE Approval - 06/30/26. (Pizza is sold a la carte in the school lunchrooms at all nine Pittsford Schools during the school year.) Smart Dough BD, Inc. dba Domino's is the only bidder. Only one bid was received at the time of bid opening making it unnecessary to conduct blind taste test per bid terms and conditions. Bid response was reviewed by Elena Montgomery, Food Service Director, Christina Maldonado, Assistant Food Service Director, and Leslie Pawluckie, Purchasing Agent.



Rachel Smith, Treasurer

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

To: Board of Education
From: Rachel Smith, Treasurer
(Prepared by Leslie Pawluckie, Purchasing Agent)
BOE Date: August 12, 2025
Topic: Musical Instruments
Advertised Date: July 11, 2025 *The Daily Record*
Date of Bid Opening: July 24, 2025
Time of Bid Opening: 11:00 A.M.
Funds: Curriculum 510 2110 200 0164

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

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Musical Instruments	Music & Arts	\$1,527.42
	Stringed Instrument Services	\$2,890.00
	Sweetwater Holdings	\$10,925.98
	Washington Music Sales	\$2,164.00
	Total	\$17,507.40

Comments: The 25-26 Musical Instrument Bid contract begins from date awarded by Board of Education through 02/28/26. It represents 8 musical instruments, with 7 being awarded. The bids were reviewed by Tammy Keller, Standards Leader for Music, Shelly Lawver, Purchasing Assistant, and Leslie Pawluckie, Purchasing Agent. Award is based on lowest responsive and responsible bidder meeting District specifications.



Rachel Smith, Treasurer

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR SALE AND DISPOSAL OF SCHOOL DISTRICT LIBRARY BOOKS

TO: Board of Education
FROM: Rachel Smith, Treasurer
(Prepared by Leslie Pawluckie, Purchasing Agent)

BOE DATE: August 12, 2025

TOPIC: August 2025 Disposal of School District Outdated Textbooks/Library
Books/Sheet Music

A list of surplus outdated textbooks and library books music was submitted by the schools to the Purchasing Department to request quotes for sale. Heather Clayton, Assistant Superintendent for Instruction, reviewed the list and approved the textbook/library books for sale or disposal. Quote requests were emailed July 24, 2025, to the following vendors: Northeast Book Co., K12 Books, K-12 Book Buyer, and K12 Savings. Only 2 responses were received, both no bids due to the age of the materials.

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District approve the disposal of the outdated surplus textbooks, library books and sheet music.

Comments: A list of items is available electronically.



Rachel Smith, Treasurer

* Rachel S. has check & paperwork

5230F

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 TRE PTSA

Phone 803-960-9723

Address _____

School: Thornell Road Elementary

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.

Modular storage for the T.R.E. Cafeteria,
new condition. We are gifting the school
\$5,120.17 for this purchase. This is in addition
to the \$2,000 gift sent in May, 2025.

2. Describe any conditions or restrictions for its use.

N/A

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.)

N/A

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 Coordinator of Technology, Matthew Kwiatkowski. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Barker.

Administrator's Approval: _____ Date _____
(When appropriate)

Principal's Approval:  Date 2/19/25

Superintendent's Approval:  Date 2/19/25

Board Action: Date: _____