

PITTSFORD CENTRAL SCHOOL DISTRICT  
Board of Education Reorganization Meeting  
July 11, 2011  
Barker Road Middle School

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The REORGANIZATION MEETING of the Pittsford Central School District Board of Education was held on July 11, 2011 at 6:40 p.m. in the Board Room, Barker Road Middle School.

A BOARD WORKSESSION was held at 5:30 immediately before the Reorganization Meeting. The topic of this workshop was athletic fields.

Board Members Present: B. Kecskemety, E. Starowicz, R. Brown, K. McCluski, I. Narotsky, A. Phatak, P. Sullivan

Leadership Team Present: M. A. Price, D. Kenney, M. Pero, M. Ward, P. Brogan, J. Liestman

Others present: Beth and Emily Kecskemety

1. Mrs. Price called the meeting to order at 6:40 p.m.

2. Motion was made by Mrs. McCluski, seconded by Mrs. Phatak and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves calling an Executive Session for the purpose of discussing pending litigation and a particular person where no official business will be conducted. The Session took place at 6:40 p.m.  
Vote: Unanimously carried.

**APPROVED:**  
**EXECUTIVE**  
**SESSION**

3. The Board returned to Regular Session at 6:55 p.m.

4. Mrs. Price lead the Board in the Pledge of Allegiance.

5. Mrs. Walker administered the Oath of Office to Mrs. McCluski and Mrs. Phatak.

6. Motion was made by Mr. Kecskemety, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening's reorganization meeting as presented.  
Vote: Unanimously carried

**APPROVED:**  
**AGENDA**

7. Motion was made by Mrs. McCluski nominating Mr. Kecskemety for the office of President of the Board of Education for the 2011/2012 school year.  
Vote: Unanimously carried by show of hands

**APPROVED:**  
**B. KECSKEMETY**  
**PRESIDENT**

8. Mrs. Walker administered the Oath of Office to Mr. Kecskemety.

9. Motion was made by Mr. Brown nominating Mr. Starowicz for the office of Vice-President of the Board of Education for the 2011/2012 school year.  
Vote: Unanimously carried by show of hands

**APPROVED:**  
**E. STAROWICZ**  
**VICE-PRESIDENT**

10. Mr. Kecskemety administered the Oath of Office to Mr. Starowicz.

11. Mr. Kecskemety administered the Oath of Office to Superintendent Price.

12. Motion was made by Mrs. Phatak, seconded by Mr. Brown and carried regarding the following resolutions:  
 Vote: Unanimously carried

**APPROVED:**  
**APPOINTMENTS**

BE IT RESOLVED, that the below listed appointments be approved for the 2011/2012 school year, retroactive to July 1, 2011, with ratification for their acts performed in the ordinary course of their duties. Oath of Office given to School District Clerk by Mr. Kecskemety. Mrs. Walker will administer the Oaths of Office to the District Treasurer, Assistant Treasurer, and Internal Claims Auditor. Oaths are filed in the office of the school district clerk.

DISTRICT CLERK	Veronica Walker	\$16,026
DISTRICT TREASURER	Mary Gibson	-----
ASSISTANT DISTRICT TREASURER	Cynthia Heagerty	-----
INTERNAL CLAIMS AUDITOR	Laurie Patterson	\$13.00/hr.
SCHOOL PHYSICIAN	Dr. Robert Tuite	-----
CHIEF CENSUS ENUMERATOR	Judith Liestman	-----
CENTRAL TREASURER FOR EXTRA-CLASSROOM ACTIVITY FUNDS	Mary Gibson	-----
RECORDS MANAGEMENT OFFICER	Veronica Walker	-----
RECORDS ACCESS OFFICER	Veronica Walker	-----
LEA ASBESTOS DESIGNEE	John Hernes	\$3,500
TITLE IX OFFICER	Michael Pero	-----
PURCHASING AGENT	Karen Houston	-----
DESIGNATED EDUCATION OFFICIAL	Judith Liestman	-----
HEALTH & SAFETY COMMITTEE	*See attached list	-----
REFERRALS TO CSE AND CPSE	*See attached list	-----
CSE COMMITTEE APPOINTMENTS	*See attached list	-----
CSE SUB COMMITTEE APPOINTMENTS	*See attached list	-----
CPSE COMMITTEE APPOINTMENTS	*See attached list	-----
CHIEF INSPECTOR/CHAIRPERSON OF ELECTION	Barbara Cregg	\$20/hour

BE IT RESOLVED that Harris Beach PLLC be appointed as the school district's attorneys for the 2011/2012 school year.

BE IT RESOLVED that Raymond Wager, CPA, PC be appointed to conduct the District's regular audit, single audit, and extra-classroom audit for the 2011/2012 school year as per the previous year's engagement agreement and in accordance with Education Law Chapter 263.

BE IT RESOLVED that Rotenberg & Co. LLP be appointed to conduct the District's internal audit for the 2011/2012 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 2011/2012 school year. Members and committee charter will be approved by the Board following the first Audit Committee meeting.

13. Motion was made by Mr. Starowicz, seconded by Mrs. Narotsky and carried regarding the APPROVED:  
following resolutions: DESIGNATIONS

Vote: Unanimously carried

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2011/2012 school year for District funds and/or authorized as institutions that the District may invest funds with:

J.P. Morgan/Chase  
Bank of America  
Key Bank of New York, N.A.  
HSBC Bank, Inc.  
M & T Bank  
Citizens Bank of New York

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2011/2012 school year, Annual Election/Budget Vote, Retreats, Building Tours and July and August 2012 meetings:

REGULAR BUSINESS MEETINGS - ALL AT 7:00 PM, BOARD ROOM (unless otherwise noted)  
BARKER ROAD MIDDLE SCHOOL

MONDAY	SEPTEMBER 12, 2011
<u>TUESDAY</u>	SEPTEMBER 27, 2011
<u>TUESDAY</u>	OCTOBER 11, 2011
MONDAY	OCTOBER 24, 2011
MONDAY	NOVEMBER 14, 2011
MONDAY	NOVEMBER 28, 2011
MONDAY	DECEMBER 12, 2011
MONDAY	JANUARY 9, 2012
MONDAY	JANUARY 23, 2012
MONDAY	FEBRUARY 13, 2012– Budget Work Session @ 6:00 – 7:00 p.m.
TUESDAY	FEBRUARY 28, 2012 – Budget Work Session @ 6:00 p.m. – 7:00 p.m.
MONDAY	MARCH 19, 2012– Budget Work Session @ 6:00 p.m. – 7:00 p.m.
MONDAY	APRIL 2, 2012– Budget Adoption and Meeting
<u>TUESDAY</u>	APRIL 17, 2012
MONDAY	MAY 7, 2012– Public Budget Hearing and Meeting
TUESDAY	MAY 15, 2012 – BUDGET VOTE/BOARD ELECTION 7:00 AM. – 9:00 P.M. BARKER ROAD MIDDLE SCHOOL GYM
MONDAY	MAY 21, 2012
MONDAY	JUNE 11, 2012
MONDAY	JUNE 25, 2012
MONDAY	JULY 9, 2012 (REORGANIZATION MEETING)
MONDAY	AUGUST 13, 2012

**BOARD RETREATS:**

MONDAY, SEPTEMBER 19, 2011 – 4:00 P.M.-7:00 P.M.  
MONDAY, NOVEMBER 7, 2011 – 4:00 P.M. – 7:00 P.M.  
MONDAY, MARCH 12, 2012– 4:00 P.M. – 7:00 P.M.

**BUILDING TOURS:** These are done on the same day as monthly Board visits

AUDIT COMMITTEE MEETINGS: Barker Road Middle School-Superintendent's Conference Room  
AUGUST date to be determined  
OCTOBER 26, 2011, FEBRUARY 8, 2012, June 13, 2012 (TIME – TBD)

BE IT RESOLVED that the Daily Record be designated as the official newspaper for legal notices for the 2011/2012 school year.

14. Motion was made by Mrs. McCluski, seconded by Mrs. Phatak and carried regarding the following resolutions: **APPROVED:**  
**AUTHORIZATIONS**  
Vote: Unanimously carried

BE IT RESOLVED that the Assistant Superintendent for Business, and in his absence, the Superintendent, be authorized to certify payrolls for the 2011/2012 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2011/2012 school year:

Administration Building	Purchasing Agent	\$100
Allen Creek	Building Secretary	50
Jefferson Road	Building Secretary	50
Mendon Center	Building Secretary	50
Park Road	Building Secretary	50
Thornell Road	Building Secretary	50
Barker Road Middle School	Building Secretary	100
Calkins Road Middle School	Building Secretary	100
Sutherland High School	Building Secretary	100
Mendon High School	Registrar	100
Bus Garage	Transportation Secretary	100
Athletic Department	Athletic Department Secretary	50
Athletic Department	Athletic Director (cash drawer)	200
School Lunch (change fund)	Food Service Director	640

BE IT RESOLVED that only the facsimile signature of the District Treasurer and Assistant District Treasurer are required for disbursing monies for all school district accounts for the 2011/2012 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 \$50,000 between appropriation function accounts for the 2011/2012 school year without prior Board of Education approval.

BE IT RESOLVED that employees who must use their personal automobile for authorized district travel shall be reimbursed the IRS approved mileage rate.

BE IT RESOLVED that the District shall participate in cooperative bids with other school districts and/or municipalities when it is to the advantage of the District to do so.

BE IT RESOLVED, that the District Treasurer and Assistant Treasurer shall be bonded in the amount of \$1,000,000 for the 2011/2012 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.

<b>Title</b>	<b>Card Holder</b>	<b>Per Use Limit</b>	<b>Daily Limit</b>
Purchasing Agent/ BOE Officer	K. Houston	\$10,000	\$50,000
Director of Transportation	M. Caldicott	5,000	9,000
School District Clerk	V. Walker	3,000	5,000
Director of Operations, Maintenance & Security	PCSD Maint. Dept/ J. Beardsley (2 cards authorized users: J. Ross, F. Reina, T. Gill, W. Smith, B. Buell, D. Furman)	1,000	3,000
Human Resources	Human Resources	1,000	3,000
Supv. Buildings & Grounds	J. Hernes	1,000	3,000
Grounds Foreman	M. Miceli	1,000	3,000
Principal, Jefferson Road	C. Schwab	500	1,000
Principal, Mendon HS	K. Thielking	500	1,000
Asst. to Asst. Superintendent	K. Dimitri	500	1,000
Director of Technology	J. Cimmerer	500	1,000

15. The following committee participation was determined by the Board of Education for the 2011/2012 school year.

Monroe County School Boards Association Committees:

Executive: Superintendent, Board President, Kim McCluski (member at large)  
 Legislative: Peter Sullivan  
 Labor Relations: Irene Narotsky  
 Information Exchange: Alka Phatak  
 Steering: Kim McCluski

District/Board/Leadership Committees:

Teacher Center Policy Board: Peter Sullivan  
 Town/Village/School District Leadership Team: Superintendent, Board President, Board Vice President  
 Audit Committee: Kim McCluski, Ray Brown, Irene Narotsky  
 Legislative Liaison: Alka Phatak  
 MCSBA By-laws (ad hoc) Kim McCluski

Mr. Kecskemety, Mr. Starowicz, and Mr. Brown will serve as alternates for any of the above meetings when necessary.

PITTSFORD CENTRAL SCHOOL DISTRICT  
Board of Education Regular Meeting  
July 11, 2011  
Barker Road Middle School

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1. Mr. Kecskemety called the Regular Meeting to order.

2. Motion was made by Mr. Brown, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda as presented for the Regular Meeting with the following change: the Executive Session listed under the superintendent's report is not needed.

Vote: Unanimously carried

**APPROVED:**  
**AGENDA**

3. Motion was made by Mrs. Phatak, seconded by Mr. Brown and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 27, 2011 meeting.

Vote: Unanimously carried

**APPROVED:**  
**MINUTES**  
**6/27/11**

4. Mrs. Price welcomed Mrs. Ward and Mr. Pero to the Board table.

5. Mr. Kecskemety reminded Board members of the next two sessions regarding athletic fields that are coming up on July 20 at 6:00 p.m. and August 8 at 5:30 p.m.

6. Motion was made by Mrs. McCluski, seconded by Mr. Brown and carried regarding the following resolution:

Vote: Unanimously carried

**APPROVED:**  
**SCHOOL LUNCH PROGRAM**  
**RESOLUTIONS**

**BE IT RESOLVED:** that the Board of Education of the Pittsford Central School District does hereby elect to participate in the National School Lunch/Breakfast Program for the 2011-2012 school year.

**BE IT FURTHER RESOLVED:** that the Board of Education of the Pittsford Central School District has entered into an agreement with the New York State Education Department to act as a School Food Authority (SFA) in each of its nine (9) school buildings and does hereby adopt the attached Policy Statement and Free and Reduced Income Eligibility Criteria for the 2011-2012 school year.

**BE IT FURTHER RESOLVED:** that the Board of Education of the Pittsford Central School District approves the 2011-2012 Food Service budget and lunch prices detailed below:

	<b>2010-2011</b>	<b>2011-2012</b>	<b>Change</b>
Elementary	\$2.25	\$2.35	\$0.10
Secondary	\$2.75	\$2.75	\$0.00
Breakfast	\$1.50	\$1.50	\$0.00
Budget	\$1,872,080	\$1,872,080	0%

7. Motion was made by Mr. Sullivan, seconded by Mrs. Phatak and carried regarding the following resolution:

Vote: Unanimously carried

**APPROVED:**  
**SUMMER TRANSPORTATION**  
**CONTRACTS**

**BE IT RESOLVED** that the Board of Education at its regular meeting held July 11, 2011 does hereby enter into the following summer transportation contract with the Monroe #1 BOCES to transport and provide attendant/aide services to Pittsford Central School District students with disabilities.

Unit Cost	Estimated Annual Cost	# Students	Period
\$ 1,230.00	\$ 36,900.00	30	Summer 2011
\$ 2,597.00 Bus Aide	\$ 10,388.00	4	
\$ 4,940.00 1:1 Bus	\$ 9,880.00	2	

8. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky and carried regarding the following resolution: **APPROVED:**  
**TRANSPORTATION**  
**CONTRACTS 2011/2012**  
Vote: Unanimously carried

**BE IT RESOLVED** that the Board of Education at its regular meeting held July 11, 2011 does hereby enter into the following transportation contracts with the Monroe #1 BOCES to transport and provide attendant/aide services to Pittsford Central School District students with disabilities.

Contract	Unit Cost	Estimated Annual Cost	# Students	Period
1	\$ 1,236.56	\$ 50,698.96	41	2011-12 School year
2	\$ 89.44	\$ 2,683.20	30	2011-12 School year

9. Motion was made by Mr. Brown, seconded by Mrs. Phatak and carried regarding the following resolution: **APPROVED:**  
**EXCEED**  
**SOFTWARE**  
Vote: Unanimously carried

**BE IT RESOLVED** that at its regular meeting held on July 11, 2011 the Board of Education of the Pittsford Central School District does hereby authorize the Technology Department to enter into agreement with SpectrumK12 School Solutions, Inc. to purchase EXCEED software and services in the amount of \$70,700.

10. Motion was made by Mr. Sullivan, seconded by Mrs. Phatak and carried regarding the following resolution: **APPROVED:**  
**HUMAN**  
**RESOURCE**  
**REPORT**  
**BE IT RESOLVED**, that the Board of Education, upon the Superintendent's recommendation, approves the following teacher appointment, changes of status, school related professional terminations and resignation and part time professional specialist salaries 2011-2012.  
Vote: Unanimously carried

A. Appointment – Teacher

Name: Katherine DeVoldre  
Position: PRE Grade 1  
Type of Position: Probationary  
Probationary Period: 9/1/11 – 9/1/13  
Certification: Permanent  
Salary: \$49,745

Name: Kerry Duignan  
Position: TRE Grade 1  
Type of Position: Probationary  
Probationary Period: 9/1/11 – 9/1/14  
Certification: Initial  
Salary: \$42,643

Name: Allison Giese  
Position: TRE Grade 2  
Type of Position: Probationary  
Probationary Period: 9/1/11 – 9/1/11  
Certification: Permanent  
Salary: \$52,355

Name: Melissa Hill  
 Position: SHS Spanish  
 Type of Position: Regular Sub  
 Probationary Period: -----  
 Certification: Initial  
 Salary: \$40,265

Name: Kelly Hobbins  
 Position: SHS/MHS Science  
 Type of Position: Part-time  
 Probationary Period: -----  
 Certification: Initial  
 Salary: \$31,996

Name: Thomas Kennell  
 Position: MHS Science  
 Type of Position: Probationary  
 Probationary Period: 9/1/11 – 9/1/14  
 Certification: Initial  
 Salary: \$46,414

Name: Emily Labenski  
 Position: BRMS Reading  
 Type of Position: Probationary  
 Probationary Period: 9/1/11 – 9/1/14  
 Certification: Initial  
 Salary: \$45,138

Name: Elizabeth LaPointe  
 Position: PRE Grade 4  
 Type of Position: Probationary  
 Probationary Period: 9/1/11 – 9/1/14  
 Certification: Initial  
 Salary: \$48,356

Name: Elizabeth Mitchell  
 Position: MCE Grade 3  
 Type of Position: Probationary  
 Probationary Period: 9/1/11 – 9/1/14  
 Certification: Initial  
 Salary: \$45,138

Name: Samantha St. James  
 Position: TRE Reading  
 Type of Position: Probationary  
 Probationary Period: 9/1/11 – 9/1/14  
 Certification: Initial  
 Salary: \$46,420

Name: Martha McKenna  
 Position: CRMS Counselor  
 Type of Position: Part-time Regular Sub  
 Probationary Period: -----  
 Certification: Permanent  
 Salary: \$23,036



Name: Carolyn Casey  
Position: District Behavioral Psychologist  
Type of Position: Probationary  
Probationary Period: 9/1/11 – 9/1/14  
Certification: Provisional  
Salary: \$46,042

B. Change of Status – Part-time Kindergarten to Full-Time

Name: Jacqueline Magioncalda  
Position: TRE Grade 1  
Type of Position: Tenured  
Probationary Period: -----  
Certification: Permanent

Name: Stacy Cretekos  
Position: TRE Grade 1  
Type of Position: Probationary  
Probationary Period: 09/01/10 – 09/01/13  
Certification: Permanent

C. Change of Status – Part-time to Probationary

Name: Loren Overy  
Position: MHS/SHS Special Education  
Type of Position: Probationary  
Probationary Period: 09/01/10 – 09/01/13  
Certification: Initial

Name: Stephanie Keiser  
Position: CRMS/BRMS Art  
Type of Position: Probationary  
Probationary Period: 09/01/11 – 09/01/14  
Certification: Initial

D. Change of Status – Regular Sub to Probationary

Name: Jessica O'Rourke  
Position: SHS Psychologist  
Type of Position: Probationary  
Probationary Period: 9/20/10 – 9/20/13  
Certification: Provisional

E. Termination – School Related Professional

Christine Coulter-Waldrop – Educational Assistant  
Theresa Jennette – Educational Assistant  
Teri Backus – Educational Assistant  
Kimberly Briggs - Educational Assistant  
Terri Schultz - Educational Assistant

F. Resignation – School Related Professional

Rachel Andres

G. Part Time Professional Specialist Salaries 2011-2012

11. Motion was made by Mr. Brown, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following policies:

**APPROVED:**  
**POLICIES**

Vote: Unanimously carried  
#7552-Bullying: Peer Abuse in the Schools  
#5530-Petty Cash Funds and Cash in School

12. It was noted that we are in the process of interviewing for the open Assistant Principal positions at Mendon High and Mendon Center Schools.

13. Motion was made by Mrs. Phatak, seconded by Mr. Brown and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:

**APPROVED:**  
**CONSENT**  
**AGENDA**

Vote: Unanimously carried

Bid awards:

11-12 Fall Athletic Supplies and Equipment	Various Vendors	\$15,695.74
<i>A copy of the entire bid awards are duly made a part of these minutes.</i>		
Fresh Bagels	Bruegger' Bagel Bakery	\$34,131.60

Committee on Special Education: Initial Eligibility Determination Meeting, Initial Meetings – Eligibility Not Determined, Program Reviews, Annual Reviews, Reevaluation Reviews.

Sub-Committee on Special Education: Annual Reviews, Reevaluation Reviews, Classification Review.

Committee on Preschool Special Education: Initial Eligibility Determination Meeting, Program Reviews, Annual Reviews, Reevaluation Reviews.

Code of Conduct Policy #3410 – Annual approval

Gifts to the District

Donation of \$2,000.00 from Thornell Road PTSA for benches, tables or playground equipment.

Donation of 10 \$100.00 checks to Mendon High School from the District PTSA for Mendon High School Senior Awards.

Donation of “Animationish” Software to Jefferson Road Elementary School from Crystal Whitney to be used in Physical Education.

Donations to Thornell Road Elementary School by the PTSA: \$1200.00 (\$200/grade level) for Teacher/Classroom Enrichment, \$5,800.00 for Cultural Arts, \$100.00 for Accucut supplies, \$400.00 for 5<sup>th</sup> Grade Transition (graduation party) and \$100.00 to the Art department for live animal model.

Donation of Agenda Books for the 2011-2012 school year to Calkins Road Middle School from PTSA

14. Motion was mad by Mr. Brown, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Reorganization and Regular Meetings at 7:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,

Veronica M. Walker  
School District Clerk