

1.

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Board of Education Meeting  
Tuesday, July 12, 2016  
Barker Road Middle School

The REORGANIZATION AND REGULAR MEETINGS of the Pittsford Central School District Board of Education were held at 5:00 p.m. in the Board Room, Barker Road Middle School on Tuesday, July 12, 2016.

BOARD MEMBERS PRESENT: P. Sullivan, K. McCluski, T. Aroesty, V. Baum, I. Narotsky, A. Thomas, R. Brown

LEADERSHIP TEAM PRESENT: M. Pero, D. Kenney, M. Ward, M. Leone, J. Cimmerer, P. Vaughan-Brogan, N. Wayman.

OTHERS PRESENT: W. Merrill, N. Flemister, W. Groork, T. Salvia, L. Norton, H. Swisher, C. Ross, M. Graham, K. Curtis, A. Giachitti, K. Ronan, L. Stabus, S. McDonald, M. Vaules, K. Minchella, A. Hayes-Allen, J. Saunders, G. Pietropaoli, K. Serling, B. Cincebox, P. Tyler.

1. Mr. Pero called the Reorganization Meeting to order and asked everyone to stand for the Pledge of Allegiance.

2. Mrs. Walker administered the Oaths of Office to reelected Board members, Mr. Peter Sullivan and Mrs. Amy Thomas.

3. Motion was made by Mr. Aroesty, seconded by Mrs. Narotsky 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

4. Motion was made by Mrs. Baum, seconded by Mrs. Narotsky and carried nominating Mrs. Kim McCluski to the office of President of the Pittsford Central School District Board of Education for the 2016/2017 school year.

**APPROVED:**  
**K.MCCLUSKI**  
**PRESIDENT**

Vote: Unanimously carried

5. Mrs. Walker administered the Oath of Office to President McCluski.

6. Motion was made by Mr. Aroesty, seconded by Mrs. Narotsky and carried nominating Mrs. Amy Thomas to the office of Vice-President of the Pittsford Central School District Board of Education for the 2016/2017 school year.

**APPROVED:**  
**A.THOMAS**  
**VICE-PRESIDENT**

Vote: Unanimously carried

7. Mrs. Walker administered the Oath of Office to Vice-President Thomas.

8. Mrs. Walker administered the Oath of Office to Superintendent Pero.

9. Motion was made by Mrs. Thomas, seconded by Mr. Aroesty and carried regarding the following resolutions:

**APPROVED:**  
**APPOINTMENTS**

Vote: Unanimously carried

BE IT RESOLVED, that the below listed appointments be approved for the 2016/2017 school year, retroactive to July 1, 2016, with ratification for their acts performed in the ordinary course of their duties.

OATH OF OFFICE GIVEN TO SCHOOL DISTRICT CLERK, Mrs. Veronica Walker. Mrs. Walker will give the District Treasurer, Assistant Treasurer and Internal Claims Auditor their Oath of Office in the course of their duties.

DISTRICT CLERK	Veronica Walker	\$18,060
DISTRICT TREASURER	Leeanne Reister	-----
ASSISTANT DISTRICT TREASURER	Holly Evans	-----
INTERNAL CLAIMS AUDITOR	Laurie Patterson	\$14.39/hr.
DEPUTY (SUBSTITUTE) CLAIMS AUDITOR	Cynthia Heagerty	\$25.00/hr.

SCHOOL PHYSICIAN	Dr. Robert Tuite	-----
CHIEF CENSUS ENUMERATOR	Patricia Brogan	-----
DISTRICT DIGNITY ACT COORDINATOR	Patricia Brogan	-----
BUILDING DIGNITY ACT COORDINATORS	*See attached list	-----
CENTRAL TREASURER FOR EXTRA-CLASSROOM ACTIVITY FUNDS	Leeanne Reister	-----
RECORDS MANAGEMENT OFFICER	Veronica Walker	-----
RECORDS ACCESS OFFICER	Veronica Walker	-----
LEA ASBESTOS DESIGNEE	William Buell	\$4,000
TITLE IX OFFICER	Michael Leone	-----
PURCHASING AGENT	Karen Houston	-----
DESIGNATED EDUCATION OFFICIAL	Patricia Brogan	-----
HEALTH & SAFETY COMMITTEE	*See attached list	-----
REFERRALS TO CSE AND CPSE	*See attached list	-----
CSE COMMITTEE APPOINTMENTS	*See attached list	-----
CSE SUB COMMITTEE APPOINTMENTS	*See attached list	-----
CPSE COMMITTEE APPOINTMENTS	*See attached list	-----
ELECTION CHIEF INSPECTOR/CHAIRPERSON	Barbara Cregg	\$20/hour

BE IT RESOLVED that Harris Beach PLLC and Harter Secrest & Emery LLP be appointed as the school district's attorneys for the 2016/2017 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 2016/2017 school year as per the previous year's engagement agreement and in accordance with Education Law Chapter 263.

BE IT RESOLVED that EFPR Group be appointed to conduct the District's internal audit for the 2016/2017 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 2016/2017 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 2016/2017 school year.

9. Motion was made by Mrs. Baum, seconded by Mrs. Narotsky and carried regarding the following designations:

**APPROVED:**  
**DESIGNATIONS**

Vote: Unanimously carried

BE IT RESOLVED that the following banks and institutions be authorized as depositories for the 2016/2017 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
First Niagara Bank	\$ 25,000,000
M & T Bank	\$ 25,000,000
Key Bank	\$ 25,000,000

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2016/2017 school year, Annual Election/Budget Vote, Retreats, Building Tours, Audit Oversight Committee Meetings and July and August 2017 meetings:

3.

Mondays at 7:00 p.m. (unless otherwise noted)  
Barker Road Middle School – Board Room

July 12 – Tuesday - 5:00 p.m.  
August 9 - Tuesday  
September 12 – Monday  
September 28 – Wednesday

October 19 – Wednesday  
November 7 – Monday  
November 21 – Monday  
December 12 – Monday  
January 9 – Monday  
January 23 – Monday  
February 6 – Monday – 6:00 Work Session/7:00 Regular Meeting  
February 28 – Tuesday – 6:00 Work Session/7:00 Regular Meeting  
March 13 – Monday – 6:00 Work Session/7:00 Regular Meeting  
March 27 – Monday  
April 12 – Wednesday  
April 25 – Tuesday  
May 8 – Monday  
May 22 – Monday  
June 5 – Monday  
June 19 – Monday

Summer 2017

July 11 (Tuesday @ 5:00) (Reorganization meeting)  
July 11/12 (Summer Workshop) Location/Times TBD  
August 8 (Tuesday) (Regular meeting)

Board retreats: 4:00-7:00 P.M.

Monday, October 3, 2016 (changed to a workshop on September 20, 2016)  
Monday, January 16, 2017 (will be rescheduled)  
Monday, May 1, 2017

Building tours: These are done on the same day as monthly Board visits  
7:15 a.m. Elementary  
7:00 a.m. Secondary

Audit Oversight Committee meetings: 3:30-4:30 P.M. - Superintendent's Conference Room

October 5, 2016  
January 25, 2017  
May 31, 2017

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 2016/2017 school year.

11. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the **APPROVED:**  
following resolution: **AUTHORIZATIONS**

BE IT RESOLVED that the Assistant Superintendent for Business, and in his absence, the Superintendent, be authorized to certify payrolls for the 2016/2017 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 2016/2017 school year.

BE IT RESOLVED that the establishment of Petty Cash Funds, as listed below, be approved for the 2016/2017 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	Registrar	100
Mendon High School	Registrar	100
Bus Garage	Transportation Secretary	100
Athletic Department	Athletic Department Secretary	50
Athletic Department	Athletic Director (cash drawer)	500
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 2016/2017 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 2016/2017 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 2016/2017 school year.

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 2016/2017 school year.

BE IT RESOLVED, that the District for the 2016/2017 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 2016/2017 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 2016/2017 school year.

5.

<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
Purchasing Agent/BOE Officer	K. Houston (Accounts Payable)	500,000	1,000,000
Director of Transportation	K. Herrick	5,000	9,000
School District Clerk	V. Walker	3,000	5,000
Director of Operations, Maintenance & Security	PCSD Maintenance Department J. Beardsley (card authorized users: J. Ross, F. Reina, T. Gill, W. Smith, B. Buell, D. Fursman)	1,000	3,000
Human Resources	Human Resources	1,000	3,000
Grounds Foreman	M. Miceli	1,000	3,000
Principal, Mendon HS	K. Thielking	500	1,000
Asst. to Asst. Superintendent	K. Dimitri	500	1,000
Director of Technology	M. Julian	500	1,000

12. The following committee participation was determined by the Board of Education members for the 2016/2017 school year.

**BOARD COMMITTEE APPOINTMENTS**

- A. Monroe County School Boards Association Committees
  - 1. Executive Committee Superintendent, President
  - 2. Legislative Valerie Baum
  - 3. Labor Relations Irene Narotsky
  - 4. Information Exchange Amy Thomas (Chair), Ted Aroesty
  - 5. Communications Kim McCluski
  
- B. New York State School Boards Association Voting Delegate – Irene Narotsky
  
- C. District or Board Committees
  - 1. Teacher Center Policy Board Valerie Baum
  - 2. Town/Village/School District Leadership Superintendent, Board President and VP
  - 3. Audit Oversight Committee Irene Narotsky(Chair), Pete Sullivan,  
Ted Aroesty
  
- D. Legislative Liaison Valerie Baum

All Board members agreed to back up any of the committee delegates if unable to attend their designated meeting.

Regular Meeting  
July 12, 2106

1. Mrs. McCluski called the Regular meeting to order at 5:12 p.m.

2. Motion was made by Mr. Aroesty, seconded by Mrs. Thomas, and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this evening's meeting.

**APPROVED:**  
**AGENDA**

Vote: Unanimously carried

3. Motion was made by Mrs. Narotsky, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its June 20, 2016 meeting.

**APPROVED:**  
**MINUTES**

Vote: Unanimously carried with Mr. Brown abstaining as he was just appointed to the Board at the June 20, 2016, meeting.

4. Public comment period

Will Merrill, student athlete, spoke on behalf of the SHS Varsity Baseball team regarding its coach's contract not being renewed. A petition with 491 signatures was given to the Board clerk. Mr. Pero noted how appreciative he is with the way everyone has handled this issue with respect to the coach. Many people were present to support the coach. Also speaking were: M. Menard, N. Flemister, W. Groark, R. Sperry. D. Groark and L. Stabins.

Mrs. Becky Cincebox, parent and resident, spoke to the Board about a teacher who recently resigned.

Mrs. Wendy Walman, and Mr. Robert Sperry, parents and residents, asked about the tenure process.

5. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves its 2016/2017 Mission Statement and Communications Agreement. All members signed both documents.

**APPROVED:**  
**MISSION STATEMENT/**  
**COMMUNICATIONS**  
**AGREEMENT**

Vote: Unanimously carried

6. Motion was made by Mrs. Thomas, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Superintendent's Contract commencing July 1, 2016, and terminating June 30, 2021.

**APPROVED:**  
**SUPERINTENDENT'S**  
**CONTRACT**

Vote: Unanimously carried

7. Motion was made by Mrs. Narotsky, seconded by Mrs. Baum and carried regarding the following resolution:

**APPROVED:**  
**TAX CERTIORARI**  
**RESERVE**

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District authorizes the transfer of one hundred sixty-one thousand six hundred seventy-eight dollars and twenty-three cents (\$161,678.23) from the Tax Certiorari Reserve Funds in the General Fund Unrestricted Fund Balance for tax certiorari claims that settled below the proposed tax assessment stated in the Notice of Petitions.

Vote: Unanimously carried

8. Motion was made by Mrs. Baum, seconded by Mrs. Thomas and carried regarding the following resolution:

**ACCEPTED:**  
**DRAFT AUDIT OF**  
**THE OSC**

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District does hereby accept the Office of the New York State Comptroller's Draft Audit Report for the period of July 1, 2014 through January 21, 2016 and related findings and recommendations.

**BE IT FURTHER RESOLVED** that the Board of Education of the Pittsford Central School District does approve the District's Corrective Action Plan (CAP) as recommended by the District's Audit Oversight Committee.

**BE IT FURTHER RESOLVED** that the Board of Education of the Pittsford Central School District authorizes the Audit Oversight Committee and Superintendent to implement the Corrective Action Plan and provide oversight in accordance with all applicable laws and Board of Education Policy.

7.

**BE IT FURTHER RESOLVED** that the Board of Education of the Pittsford Central School District expresses its appreciation to the Comptroller's Office for their professionalism and insights in providing feedback and a meaningful assessment tool confirming the Board of Education and District's fiscal health and oversight.

Vote: Unanimously carried

Congratulations were given to Mr. Kenney and his staff for providing the work to afford this clean report.

9. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky 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

A. Appointment – Teacher

Name: Hillary Petroske  
Position: SHS Spanish  
Type of Position: Part time  
Tenure Area: Foreign Language  
Probationary Period: N/A  
Certification: Permanent  
Salary: \$53,690  
Effective Date: September 1, 2016

Name: Katherine Brown  
Position: BRMS/CRMS Art  
Type of Position: Probationary  
Tenure Area: Art  
Probationary Period: 9/1/2016 – 8/31/2019  
Certification: Professional  
Salary: \$56,781  
Effective Date: September 1, 2016

Name: Amanda Kirkebye  
Position: PRE Art  
Type of Position: Probationary  
Tenure Area: Art  
Probationary Period: 9/1/2016 – 8/31/2019  
Certification: Permanent  
Salary: \$67,382  
Effective Date: September 1, 2016

Name: Amanda Measer  
Position: MCE Art  
Type of Position: Probationary  
Tenure Area: Art  
Probationary Period: 9/1/2016 – 8/31/2020  
Certification: Initial  
Salary: \$48,417  
Effective Date: September 1, 2016

Name: Sarah Zakalik  
 Position: MHS Art  
 Type of Position: Probationary  
 Tenure Area: Art  
 Probationary Period: 9/1/2016 – 8/31/2019  
 Certification: Permanent  
 Salary: \$67,922  
 Effective Date: September 1, 2016

Name: Karen Maslyn  
 Position: MHS/MCE Art  
 Type of Position: Probationary  
 Tenure Area: Art  
 Probationary Period: 9/1/2016 – 8/31/2020  
 Certification: Initial  
 Salary: \$48,272  
 Effective Date: September 1, 2016

Name: Danielle Read  
 Position: BRMS Library Media Specialist  
 Type of Position: Probationary  
 Tenure Area: Library Media Specialist  
 Probationary Period: 9/1/2016 – 8/31/2019  
 Certification: Professional  
 Salary: \$53,955  
 Effective Date: September 1, 2016

Name: Brett Daggs  
 Position: MHS Library Media Specialist  
 Type of Position: Probationary  
 Tenure Area: Library Media Specialist  
 Probationary Period: 9/1/2016 – 8/31/2019  
 Certification: Professional  
 Salary: \$57,796  
 Effective Date: September 1, 2016

Name: Jillian Thomas  
 Position: MHS/SHS Business  
 Type of Position: Part Time  
 Tenure Area: Business  
 Probationary Period: N/A  
 Certification: Professional  
 Salary: \$43,104  
 Effective Date: September 1, 2016

Name: Anna Lampanaro  
 Position: JRE/BRMS Art  
 Type of Position: Regular Sub  
 Probationary Period: N/A  
 Certification: Initial  
 Salary: \$46,499  
 Effective Date: September 1, 2016 – June 30, 2017



9.

Name: Cory Bottiglier  
 Position: BRMS Grade 6  
 Type of Position: Regular Sub  
 Probationary Period: N/A  
 Certification: Initial  
 Salary: \$51,070  
 Effective Date: September 1, 2016 – June 30, 2017

B. Appointment – Psychology Intern

Name: Taylor O’Leary  
 Position: Psychology Intern  
 Type of Position: Intern  
 Salary: \$15,000  
 Effective Date: September 1, 2016

Name: Melissa Volo  
 Position: Psychology Intern  
 Type of Position: Intern  
 Salary: \$15,000  
 Effective Date: September 1, 2016

C. Retirement – Paraprofessional

Sarah Jackson

D. Resignation – Teacher

Jessica Budniewski

E. Resignation – Paraprofessionals

Rory Foster

Matthew Kwiatkowski

F. Termination – Position Eliminated

Name: Jonathan Eckler  
 Position: MCE CSE Assigned Paraprofessional  
 Type of Position: Civil Service  
 Effective Date: June 24, 2016

Name: Matthew Coniff  
 Position: SHS Foreign Language  
 Type of Position: Part time  
 Effective Date: June 30, 2016

10. Motion was made by Mrs. Thomas, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent’s recommendation, approves the following part time professional/specialists salaries:

Vote: Unanimously carried

**APPROVED:**  
**PART TIME**  
**PROFESSIONAL/**  
**SPECIALISTS**  
**SALARIES**

	<u>2015 - 2016</u>	<u>2016-17</u>
Tutors –		
In-hospital students	23.00/hr.*	23.00/hr.*
Life Guards (school year)	12.50/hr.	12.50/hr.
Accompanist	15.50/hr.	15.50/hr.
Substitute Teachers—Itinerant	95.00/day	95.00/day
Substitute Teachers—Short Term	120.00/day	120.00/day
Substitute Paraprofessionals	9.30/hr.	10.00/hr.
Kindergarten Screeners (district and non-district)	27.00/hr.	27.00/hr.

Administrative Substitute	170.00/day	170.00/day
Single Presenter	50.00/hr.	60.00/hr.
Co-Presenter	35.00/hr.	40.00/hr.
Collegial Circle Facilitator	10.00/hr.	10.00/hr.

\*Mileage and parking to be paid for those experiencing these costs as a result of their assignment.

11. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Professional Development Plan for the 2016-2017 school year.

**APPROVED:**  
**PROFESSIONAL**  
**DEVELOPMENT**  
**PLAN**

Vote: Unanimously carried

12. Motion was made by Mr. Sullivan, seconded by Mrs. Thomas and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the Code of Conduct document for the 2016-2017 school year.

**APPROVED:**  
**CODE OF**  
**CONDUCT**

Vote: Unanimously carried

13. Mrs. Kathy Curtis, teacher, was present to explain the need for a new Precalculus textbook noting it conveys a very good new approach with a free first year on-line component and good application opportunities. The Board will take action on this at its next meeting.

14. Mr. Pero noted gifts to the District highlighting a \$44,000 donation from PTSA which will allow incredible experiences for our students. Hats off to PTSA for making a difference!

15. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky 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:

Art Supplies	Various Vendors	\$ 7,506.37
Industrial Arts Supplies	Various Vendors	\$ 5,336.17
Musical Instruments	Various Vendors	\$23,674.00
Physical Education Supplies	Various Vendors	\$ 3,767.51

*These reports in their entirety are duly made a part of these minutes and is kept in a supplemental file for this meeting.*

Textbook Approval:

Principles of Life 2e, High School

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

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

Committee on Preschool Special Education: Initial Eligibility Determination Meetings, Annual Review, Reevaluation Review.

16. Mrs. Kathy Sterling, parent and resident, asked about the new math textbook and its on-line feature.

17. Motion was made by Mrs. Baum, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Reorganization and Regular Meetings at 6:12 p.m.

**APPROVED:**  
**ADJOURNMENT**

Vote: Unanimously carried

Respectfully submitted



Veronica M. Walker  
School District Clerk