



**RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT**  
District No. 1 of the Towns of Rush, Henrietta, Pittsford, and Brighton  
**Board of Education**

Robert C. Bower  
Jean M. Chaudari  
Diane E. McBride  
Rosie B. Mitchell  
Pamela J. Reinhardt  
Sue A. Smith  
Phyllis P. Wickerham

J. Kenneth Graham Jr., Ph.D., Superintendent of Schools  
Karen A. Flanigan, School District Clerk

**Meeting Agenda For:  
6 PM • JULY 9, 2013  
ANNUAL REORGANIZATIONAL  
MEETING**

**Ninth Grade Academy  
Diana “Dee” Strickland Conference Room  
2000 Lehigh Station Road  
Henrietta, NY 14467**

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*The annual reorganizational meeting of the Board of Education of the Rush-Henrietta Central School District will be held in the Diana “Dee” Strickland Conference Room at the Ninth Grade Academy. For further information on Board of Education meetings, please refer to the agenda supplement.*

- A. Call to Order (by the school district clerk), Pledge of Allegiance, Introductions**
- B. Oath of Office of new board members administered by the school attorney**
1. Jean M. Chaudari
  2. Phyllis P. Wickerham
- C. Election of the president of the board** (The president shall assume office immediately after being elected and preside over the remainder of the reorganizational meeting.)
- D. Election of the vice president of the board**
- E. Appointment of and designation of salaries or fees (if any) of the following officers: (Enclosed)**
1. Attendance Officer
  2. School District Clerk
  3. Acting School District Clerk
  4. Treasurer
  5. Deputy Treasurer
  6. Tax Collector
  7. Claims Auditor
  8. Deputy Claims Auditor
  9. Finance & Audit Committee Community Member
  10. Purchasing Agent
  11. Deputy Purchasing Agent
  12. Records Access Officer
  13. Records Management Officer
- F. Appointment of and designation of salaries or fees (if any) of the following positions, advisors, and firms: (Enclosed)**
1. School Attorney (**Enclosed**)
  2. School Physician (**Enclosed**)
  3. District Legal Advisors (**Enclosed**)
  4. Asbestos Designee

5. Insurance Consultant (**Enclosed**)
6. Central Treasurers for Extra Classroom Activity Accounts (**Enclosed**)
7. External Auditor (**Enclosed**)
8. Fiscal Advisor (**Enclosed**)
9. Bond Counsel (**Enclosed**)
10. Health Care Plan Administrator
11. District Enrollment Facilitator
12. District Architect (**Enclosed**)
13. District Engineer
14. Internal Auditor (**Enclosed**)
15. Third Party Administrator of 403(b) Plan (**Enclosed**)

**G. Resolution bonding the following personnel: (Enclosed)**

1. School District Clerk
2. Treasurer
3. Deputy Treasurer
4. Central Treasurers for Extra Classroom Activity Accounts
5. District Couriers

**H. Resolution to designate depositories (Enclosed)**

1. JP Morgan Chase & Co.
2. HSBC Bank, N.A.
3. Citizens Bank
4. Manufacturers & Traders Trust Co.
5. First Niagara Commercial Bank
6. Key Bank
7. Bank of America
8. Canandaigua National Bank
9. Five Star Bank

**I. Resolution designating depositories for each of the following school funds: (Enclosed)**

1. General Funds
2. School Lunch Account
3. Student State Accounts (extra-curricular accounts)
4. Payroll Account
5. Special Aid Fund Account
6. Trust and Agency Account
7. Capital Funds
8. Health Care Plan Fund
9. Elmer Gordon Scholarship Fund
10. Henrietta Chamber of Commerce, William J. Welch Memorial Scholarship Fund
11. Arts Alive! Raymond R. Delaney Arts Recognition Award Scholarship Fund
12. Louis J. Mitchell Scholarship Fund
13. Flexible Spending Account
14. Auerbacher Trust
15. Government Premier Money Market Accounts
16. Christopher Tanski Memorial Scholarship Account
17. Capital Reserve Money Market Account
18. General Fund Reserves (unemployment, health care, tax certiorari, workers' compensation, bus)
19. Retirees' Health Reserve Money Market Account
20. William A. Korn Scholarship
21. General Scholarship Fund

**J. Resolution to establish the following petty cash funds (and to set the amount of each fund), each with regular monthly accounting. The assistant superintendent of School Finance and Operations shall be responsible for the establishment and maintenance of these funds. (Enclosed)**

1. Cafeteria Petty Cash Fund
2. Henry V. Burger Middle School Store Petty Cash Fund
3. Rush-Henrietta Senior High School Ticket Sales Petty Cash Fund
4. Continuing Education Program Petty Cash Fund
5. Continuing Education Pool/Swim Program Petty Cash Fund

**K. Other Financial Matters (Enclosed)**

1. Resolution authorizing the superintendent to transfer funds in accordance with Policy 6150
2. Resolution authorizing the president of the board, from time to time, as he/she should see fit in his/her discretion, to temporarily invest proceeds of the sale of bonds, bond anticipation notes, or capital notes in the investments authorized and set forth in Section 165 of the Local Finance Law
3. Resolution authorizing the treasurer to temporarily invest such portions of the General Funds and Trust and Agency Funds of the school district and all such other funds that the board may establish and that the treasurer may have control of, and as are not immediately needed, in the form of investments set forth by Section 1723-a of the Education Law as amended
4. Resolution authorizing wire transfer of state aid funds
5. Resolution delegating power to the president of the board to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes
6. Resolution approving the Budget Preparation Calendar and Budget Preparation Regulation for the following school year's budget in accordance with Policy 6110, Budget Planning (6110-E.2) (6110-R) **(Enclosed)**
7. Resolution authorizing the compensation of Section V athletic officials
8. Resolution authorizing the school finance administrator to correct errors on tax rolls up to \$2,500
9. Resolution authorizing the Assistant Superintendent of School Finance and Operations, or designee, to certify all payrolls
10. Resolution authorizing the treasurer and deputy treasurer to sign all checks for the district and be able to use an electronic signature

**L. District Designations (Enclosed)**

1. Resolution designating an administrator to act as the Board of Education's agent with regard to the Rush-Henrietta Central School District's participation in the National School Lunch/School Breakfast/Special Milk Programs
2. Resolution regarding designation of acting superintendent in the absence of the superintendent
3. Resolution regarding designation of acting principals for the various schools of the district in the absence of the principals
4. Resolution regarding designation of acting school administrator at the Vollmer Learning Center
5. Resolution designating an administrator to serve as the Section 504 coordinator in accordance with Policy 4323 (4323-R)
6. Resolution designating an administrator to serve as district wellness coordinator in accordance with Policy 5405
7. Resolution designating staff to accept service on behalf of the district in the absence of the school district clerk

**M. Miscellaneous Items (Enclosed)**

1. Resolution approving district membership in organizations
2. Resolution recognizing official school-related associations
3. Resolution designating the date, time, and location of regular meetings of the board
4. Resolution designating the official newspapers for advertising legal notices
5. Resolution authorizing the superintendent to appoint employees to vacancies, which may occur between board meetings, subject to approval of the board

6. Resolution delegating to the superintendent the authority to authorize educational field trips and conferences for staff members. All trips authorized shall be reported to the board.
7. Approval of a fee schedule for the copying of records requested in accordance with Policy 1120 (1120-E.1)
8. Approval of a fee schedule for the use of school facilities in accordance with Policy 1500 (1500-E.2)
9. Approval of a fee schedule for professional services in accordance with Policy 4321.3 (4321.3-E)
10. Resolution authorizing all Board of Education members to assist the president of the board in signing high school diplomas
11. Reaffirmation or modification of Section II of this policy (2210), which may be changed at the Annual Reorganizational Meeting by majority vote of the board
12. Approval of the list of members of CSE/CPSE for the school year
13. Approval of the list of impartial hearing officers for the school year
14. Resolution authorizing the superintendent, or designee, to enter into Memorandums of Agreement with various bargaining units
15. Resolution authorizing the board president, superintendent, and school district clerk to execute contracts for health services provided to other school districts
16. Resolution authorizing the superintendent, or designee, to approve construction change orders
17. Resolution authorizing the superintendent to sign/submit grant proposals

**N. Board Appointments (Enclosed)**

1. Administrative members to the Teacher Center Policy Board (**Enclosed**)
2. Continuation of board-established committees (Policy Committee and Finance & Audit Committee)
3. Board members by the president of the board to various committees and/or positions (**Enclosed**)
4. Chairperson of the Arts Alive! Raymond R. Delaney Arts Recognition Award (**Enclosed**)
5. Districtwide Safety Committee (**Enclosed**)
6. Professional Development Advisory Council members (**Enclosed**)

**O. Adjournment**