



**Tuesday, January 26, 2016**  
**Board of Education Meeting Minutes**

**RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT**

District No. 1 of the Towns of Rush, Henrietta, Pittsford, and Brighton

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*All appendices referenced to, herein, are incorporated into and made a part of the official minutes of this meeting to the same extent as if fully set forth.*

**In Attendance:**

- Board members: Mrs. Diane E. McBride, President  
Mrs. Sue A. Smith, Vice president  
Mr. Robert C. Bower  
Mrs. Jean M. Chaudari  
Mr. Robert L. Cook  
Mr. Sean P. McCormick  
Mrs. Phyllis P. Wickerham
- Others: Dr. J. Kenneth Graham Jr., Superintendent of Schools  
Mr. George DesMarteau, School Attorney  
Mrs. Karen A. Flanigan, School District Clerk  
Ms. Nerlande Anselme, Assistant Superintendent, Student and Family Services  
Dr. Patrick McCue, Assistant Superintendent, Human Resources and Strategic Initiatives  
Mr. Andrew Whitmore, Assistant Superintendent, School Finance and Operations  
Ms. Dina Wilson, Assistant Superintendent, Curriculum and Instruction
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**1. BOARD OF EDUCATION MEETING – GENERAL**

**A. Board of Education Members, Superintendent of Schools, School Attorney, School District Clerk, Cabinet Members**

See above attendance.

**B. Meeting Information**

The regular meeting of the Board of Education of the Rush-Henrietta Central School District was held Tuesday, January 26, 2016, in the Dee Strickland Conference Room at the John W. Parker Administration Building, 2034 Lehigh Station Road, Henrietta, NY 14467.

**2. OPENING OF PUBLIC MEETING**

**A. Call to Order**

Mrs. McBride called the meeting to order at 6 p.m.

**3. ANTICIPATED EXECUTIVE SESSION**

- A. Anticipated executive session to discuss the employee grievance report (second quarter); superintendent's mid-year review (Part II); tenure recommendations; and Rush-Henrietta Employees' Association, Coalition Unit contract negotiations

**MOTION TO ENTER EXECUTIVE SESSION AT 6 P.M.  
TO DISCUSS THE EMPLOYEE GRIEVANCE REPORT  
(SECOND QUARTER); SUPERINTENDENT'S MID-YEAR  
REVIEW (PART II); TENURE RECOMMENDATIONS;  
AND RHEA, COALITION UNIT  
CONTRACT NEGOTIATIONS**

**MOVED: Mrs. Smith  
SECONDED: Mr. Cook  
MOTION CARRIED: 7-0**

**MOTION TO EXIT EXECUTIVE SESSION AT 7:05 P.M.**

**MOVED: Mr. Bower  
SECONDED: Mr. McCormick  
MOTION CARRIED: 7-0**

**4. RETURN TO PUBLIC MEETING**

**A. Recall to Order, Pledge of Allegiance, Introductions, Agenda Review, and Announcements**

Mrs. McBride recalled the meeting to order at 7:12 p.m. The Pledge of Allegiance was recited and introductions were done. There were no changes to the agenda. During announcements Dr. Graham presented Mrs. McBride, Mr. Bower, and Mrs. Wickerham with Board Lifetime Achievement award certificates, commemorative plaques, executive pen sets, and coupons for a free Annual Convention & Education Expo from New York State School Boards Association. This is for individuals who earn at least 500 points by participating in NYSSBA developmental activities, such as the New Member Academy, Board Officers Academy, NYSSBA Annual Convention, legal conferences, regional workshops, or district level custom improvement programs.

**5. BOARD MEMBER REPORT FROM STUDENT REPRESENTATIVE(S)**

The student representatives were not in attendance.

**6. PUBLIC FORUM**

**A. Audience members may address the Board of Education regarding items of interest not on the agenda**

There was no one in the audience wishing to speak.

**7. CONSENT AGENDA ITEMS FOR ROUTINE MATTERS** (Reference appendices #7A-K)

- A. Action pertaining to the award/rejection of bids – Cooperative Body/Chassis Parts
- B. Action pertaining to acceptance of change order #GC-002-Steve General Contractor, Inc.-Sperry - \$6,828
- C. Action pertaining to acceptance of change order #GC-003-Steve General Contractor, Inc.-Sperry - \$6,017
- D. Action pertaining to acceptance of change order #GC-004-Steve General Contractor, Inc.-Sperry - \$15,990
- E. Action pertaining to acceptance of a donation – Wegmans – 1/19/16
- F. Action pertaining to approval of an overnight field trip – 21<sup>st</sup> New Balance Games – New York, NY (January 22-23, 2016)
- G. Action pertaining to approval of an overnight field trip – Natural Helpers, Notre Dame Retreat Center, Canandaigua, NY (February 25-27, 2016)
- H. Action pertaining to approval of an international field trip – NGA students, Greece and Italy (July 3-17, 2016)
- I. Action pertaining to approval of CSE/CPSE recommendations
- J. Action pertaining to approval of Board of Education meeting minutes – 1/12/16
- K. Action pertaining to approval of Finance & Audit Committee meeting minutes – 1/21/16

**MOTION PERTAINING TO ACCEPTANCE  
OF CONSENT AGENDA ITEMS #7A-K**

**MOVED: Mr. Cook  
SECONDED: Mr. Bower  
MOTION CARRIED: 7-0**

**8. PERSONNEL ACTIONS** (Reference appendix #8A)

- A. Action pertaining to approval of personnel actions

**MOTION PERTAINING TO APPROVAL  
OF PERSONNEL ACTIONS**

**MOVED: Mrs. Chaudari**

**SECONDED: Mr. Cook**

**MOTION CARRIED: 7-0**

**9. SMART SCHOOLS BOND PLAN** (Reference appendix #9A)

- A. Action pertaining to adoption of the Smart Schools Bond Plan

**MOTION PERTAINING TO ADOPTION OF  
THE SMART SCHOOLS BOND PLAN**

**MOVED: Mr. Cook**

**SECONDED: Mrs. Smith**

**MOTION CARRIED: 7-0**

**10. WORKSHOP: EXTERNAL AUDITOR REPORTS** (Reference appendices #10A-C)

- A. Action pertaining to acceptance of the auditor's Single Audit Report for year ended June 30, 2015, as reported by Ray Wager, the district's external auditor

Mr. Whitmore said the report was clean with no findings, results, or comments. He said the extraclassroom activity funds report is the student state audits, which typically contain a lot of comments due to the number of faculty advisor and student changes. The good news is that the district now has processes in place which are helping to make progress. Yearly training will continue. Mr. Whitmore reported that Mr. Wager said the district is on a good track.

**MOTION PERTAINING TO ACCEPTANCE OF THE  
AUDITOR'S SINGLE AUDIT REPORT FOR YEAR  
ENDED JUNE 30, 2015, AS REPORTED BY RAY  
WAGER, THE DISTRICT'S EXTERNAL AUDITOR**

**MOVED: Mr. Bower**

**SECONDED: Mrs. Wickerham**

**MOTION CARRIED: 7-0**

- B. Action pertaining to acceptance of the auditor's Extraclassroom Activity Funds Financial Report for year ended June 30, 2015

**MOTION PERTAINING TO ACCEPTANCE OF THE  
AUDITOR'S EXTRACLASSROOM ACTIVITY  
FUNDS FINANCIAL REPORT FOR YEAR**

**ENDED JUNE 30, 2015**

**MOVED: Mrs. Wickerham**

**SECONDED: Mrs. Smith**

**MOTION CARRIED: 7-0**

- C. Action pertaining to acceptance of Rush-Henrietta's Extraclassroom Activity Audit Corrective Action Plan

**MOTION PERTAINING TO ACCEPTANCE OF RUSH-  
HENRIETTA'S EXTRACLASSROOM ACTIVITY  
AUDIT CORRECTIVE ACTION PLAN**

**MOVED: Mrs. Wickerham**

**SECONDED: Mrs. Smith**

**11. WORKSHOP: BUDGET DEVELOPMENT – BUDGET PLAN STATUS REPORT #1**

(Reference appendix #11A)

**A. Revenue Projections/Budget Proposals**

Dr. Graham walked the board through the budget development status report. He reviewed the base budget (expenditures), factors driving the base budget, revenue projections, and tax rate/tax levy considerations. He stated that the Budget Advisory Council thought the tax rate increase of one percent was ok to use to build the budget. Dr. Graham said he would prefer to not be one of the pioneers of breaking the tax cap, and that he's feeling good about the increase in real property assessments. He said not having gap elimination money restored in its entirety will affect us tremendously. If the gap elimination money comes through in its entirety, the district would be looking at an \$800,000 deficit. The superintendent and Mr. Whitmore do not see that as a significant problem. Dr. Graham then reviewed each budget proposal. He and Mr. Whitmore will work on trying to figure out how to fund some of the proposals. Dr. Graham said proposal #10 had been withdrawn. This is round #1 of the budget development process and Dr. Graham believes we have money available to accommodate most of the proposals by reallocating existing budget items, and from anticipated adjustments due to staff turnover, BOCES budget reductions, and full restoration of the gap elimination adjustment. He and Mr. Whitmore will develop two budgets, one to reflect full restoration of the gap elimination adjustment, and one to reflect parting restoration.

**B. Action pertaining to adoption of a 2015-16 budget amendment**

Dr. Graham explained that the state comptroller recently commented on the way Rush-Henrietta accounts for its building aid and that it is the only district in Monroe County still doing it the way we've been doing it. The state comptroller said a more transparent process would be to budget the aid received both as a revenue in the general fund and as an expenditure via a transfer to the capital fund. Dr. Graham believes this is an audit recommendation we need to comply with. Mr. Cook asked if we'd be setting ourselves up to do it this way every year. Dr. Graham explained that it was a one-time deal and that we'd just be approving a change in accounting practice.

**MOTION PERTAINING TO ADOPTION OF  
A 2015-16 BUDGET AMENDMENT**

**MOVED: Mrs. Wickerham**

**SECONDED: Mr. Bower**

**MOTION CARRIED: 7-0**

**12. WORKSHOP: SCHOOL RECONFIGURATION – CAPITAL PROJECTS REPORT**

(Reference appendix #12A)

**A. Action pertaining to initiation of bidding on the reconfiguration capital project**

Dr. Graham provided a brief report on wrap-around childcare following his meeting with the Henrietta town board. The town was unanimously in favor of moving forward with the merger, but wanted to consider having a public hearing. They feel the timing is good for themselves, as well as for the community. The town of Rush also was contacted regarding its interest in wrap-around childcare. They were not interested at the time and are now realizing they do not have the proper facilities needed for operating their own after-school recreation program. They have asked if we have space for them to use. They were informed that Leary would not be available to them, but there might be other district space available, e.g. the Webster Building, but nothing definite. Ms. Anselme will keep them posted.

Dr. Graham is still continuing to work with the program committees.

In regard to the capital projects report, Dr. Graham said the district has been put in a situation where the entire district reconfiguration and full-day kindergarten project's planned construction schedule could be put at risk as the State Education Department (SED) does not have the capacity to approve our plans in a timely manner. They provided the district with some suggestions. The district believes

that by taking a bit of risk by bidding prior to the completion of the review, it can keep the project on schedule and possibly receive a more competitive price than if it waits until the backlog is cleared and there are many projects going to bid. Mr. Whitmore talked about the likely increase in change orders that will arise from getting bids prior to SED approval. David Kaye, district architect, is comfortable that by going to bid earlier, the anticipated lower bids will help offset the cost of the increased number of change orders.

**MOTION PERTAINING TO INITIATION OF BIDDING  
ON THE RECONFIGURATION CAPITAL PROJECT**

**MOVED: Mrs. Smith  
SECONDED: Mr. Bower  
MOTION CARRIED: 7-0**

**13. DISTRICT POLICIES, REGULATIONS, AND EXHIBITS (SECOND READ)** (Reference appendix #13A)

- A. 1230, 1511, 1520, 1520-R, 1532, 1535, 1900, 1925, 2110-R, 2120, 2120.2, 2120.3, 2121**  
The second read policies were reviewed.

**MOTION PERTAINING TO APPROVAL OF  
DISTRICT POLICIES, REGULATIONS,  
AND EXHIBITS (SECOND READ)**

**MOVED: Mr. Cook  
SECONDED: Mrs. Smith  
MOTION CARRIED: 7-0**

**14. SUPERINTENDENT'S REPORT** (Reference appendix #14A)

**A. Written: Corporal Punishment Report – First Semester**

There were no instances to report.

**B. Oral Information**

- Dr. Graham provided a follow-up to the track uniform issue that the student representative reported on at the last meeting. The athletic director will speak with the coach to reiterate some options regarding the tight spandex of the new uniforms.
- Dr. Graham asked Mrs. Patton, Senior High School principal, to remind student representatives that their report to the board should include issues that are school wide.
- The document containing answers to frequently asked common core questions was posted to the district website a couple of weeks ago.
- Final touches to the district's answers about state assessments were being made today and should be posted to the district website by the end of the week.
- Very few questions have come in regarding the APPR topic.

**15. NEW BUSINESS** (Reference appendices #15A-C)

**A. Claims Auditor Quarterly Report**

There were no questions or concerns.

**B. Board Budget Quarterly Report**

There were no questions or concerns.

**C. Review Board Goals**

Mrs. McBride said she feels like the board is moving right along. She did a general recap of the board goals. Mrs. Wickerham asked where they stand on the board scholarship criteria. Mrs. McBride said it was discussed today and a date will be set. She also talked about part of the role of the vice president being the upkeep of the board orientation manual. She asked Mr. Bower if he would be willing to work with Mrs. Smith on this as he has been very good at accumulating information in his own manual. Mr. Bower agreed. Suggested changes will be brought back to the board.

## **16. BOARD MEMBER REPORTS**

### **A. MCSBA Information Exchange Committee (Jan. 13)**

Mr. McCormick said the meeting was about APPR and that it's still important to make sure our students take the tests. When we meet with the state legislators, it's important to let them know that receiving our full gap elimination adjustment money is most important. He forwarded the minutes.

### **B. MCSBA Board Presidents Meeting (Jan. 13)**

Mrs. McBride said it was a lively, interesting group. She sat next to Van White, Rochester City School District Board of Education president, who talked about what is going on in the city and how as a board they are trying to work together to become a more cohesive board.

### **C. MCSBA Labor Relations Committee (Jan. 20)**

Mr. Bower said there's been a representative from the city school board at the last couple of meetings. Mrs. McBride explained that they are using the opportunity for professional development and to learn from people around them. Mr. Bower said the topic was about the potential impact of the \$15 minimum wage on all districts and how the numbers can become quite scary in a hurry. He said this topic can become quite an emotional one and also mentioned the impact on negotiations. He forwarded the meeting minutes and said the presentations are posted to the website. He also said that currently there are no requirements for school districts.

### **D. Multicultural Parent Advisory Council (MPAC) (Jan. 25)**

Mrs. McBride said she was disappointed with the turnout, only one parent showed up. The speaker was Verna Hazen, Associate Vice President and Director of Financial Aid and Scholarships at Rochester Institute of Technology. Ms. Hazen did a brief overview for the parent on how to look for information and the definitions of some of the information. Tim Shafer, Director of Academic Services at the high school, also was in attendance to explain the things the high school is doing in the area of financial aid and scholarships. Ms. Hazen offered to return for another visit.

## **17. CLOSING OF MEETING**

### **A. Board Meeting Recap**

- Dr. McCue will get copies of all settled contracts to board members.
- Mr. Bower and Mrs. Smith will review the orientation manual and board guidelines.
- Mrs. McBride and Mrs. Smith will provide a scholarships/memorials report within the next month.
- MCSBA Legislative Breakfast will be held from 9 to 11:30 a.m. Saturday, February 6, at the Holiday Inn Airport.
- The next school board visit - 7:15 a.m. Wednesday, Feb. 4, at Sherman Elementary School.

### **B. Adjournment**

**MOTION TO ADJOURN THE MEETING AT 8:14 P.M.**

**MOVED: Mrs. Wickerham**

**SECONDED: Mr. McCormick**

**MOTION CARRIED: 7-0**

### **C. Next Board of Education Meeting**

The next Board of Education meeting is scheduled for 5:30 p.m. Tuesday, February 9, 2016.

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: February 9, 2016*