



**Tuesday, June 14, 2016**  
**Board of Education Meeting Minutes**

**RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT**

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

---

*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
- 

**1. TENURE RECOGNITION CEREMONY**

District tenure recipients were honored at a ceremony hosted by the Board of Education.

**2. 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, June 14, 2016, in the Dee Strickland Conference Room at the John W. Parker Administration Building, 2034 Lehigh Station Road, Henrietta, NY 14467.

**3. OPENING OF PUBLIC MEETING**

**A. Call to Order**

Mrs. McBride called the meeting to order at 6:42 p.m.

**4. ANTICIPATED EXECUTIVE SESSION**

- A. Anticipated executive session to discuss the school attorney annual evaluation and contract, school district clerk annual evaluation and reappointment, athletic trainer contract, and an administrative appointment

**MOTION TO ENTER EXECUTIVE SESSION AT 6:42 P.M. TO  
DISCUSS THE SCHOOL ATTORNEY ANNUAL EVALUA-  
TION AND CONTRACT, SCHOOL DISTRICT CLERK  
ANNUAL EVALUATION AND REAPPOINTMENT,**

**ATHLETIC TRAINER CONTRACT, AND AN  
ADMINISTRATIVE APPOINTMENT**

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

**MOTION TO EXIT EXECUTIVE SESSION AT 7:10 P.M.**

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

**5. RETURN TO PUBLIC MEETING**

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

Mrs. McBride recalled the meeting to order at 7:15 p.m. The Pledge of Allegiance was recited and introductions done. During agenda review, item #33 was added under Personnel Actions. Mrs. McBride also noted that she needed to vote on personnel action #31 separately. The following took place during announcements:

- Michelle Morris, Student Council president, presented Mrs. Wickerham with a bouquet of flowers and thanked her for her years of service and dedication to the district. Mrs. McBride noted that Mrs. Chaudari was recognized at Senior Awards Night.
- Mrs. McBride presented Messrs. Cook and McCormick with Board Achievement Award certificates from the New York State School Boards Association (NYSSBA) for participation in NYSSBA leadership development training totaling 75 points, the first of four achievement levels. The *School Board U* Recognition Program is designed to recognize the extensive time and effort of school board members who continually strive to expand their governance knowledge and skills.
- Mrs. McBride presented a plaque to Mrs. Chaudari from the Monroe County School Boards Association in appreciation of her service as a Board of Education member. Mrs. Wickerham received her plaque at the MCSBA Annual Meeting.

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

The student representatives were not in attendance. Mrs. McBride thanked Lorriel Thomas, senior student representative, for her time.

**7. PUBLIC FORUM**

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

**Mr. Wally Slynko, P.O. Box 263, Henrietta, NY 14467; Topic: Voting ID**

Mr. Slynko stated that he was mainly in attendance to speak about voter identification, but also noted that the date for Pascha, Orthodox Easter, was incorrect on the district calendar. It will be on April 16, 2017 next year. He went on to talk about voter identification and the trouble he's endured because he has a post office box. He said his wife was denied the right to vote and returned home very upset. He also shared an example of a gentleman who read the sign posted to the door regarding voting requirements and then left. He believes the district should use Monroe County's preprinted list of voters. He's been an inspector for six years and there's never been a problem. He also mentioned that the recent Fire Department vote used a preprinted list of voters. He's heard that school boards try to keep the vote down and that's why they do not use the preprinted list, but doesn't believe that's the case in Rush-Henrietta. He also noted his dissatisfaction with the election inspector who greeted him. He explained his reasoning for having a P.O. Box and wants to know why he has to prove he's a resident of the district. Mr. DesMarteau explained that it's because you do not have to be a registered voter to vote in the school district election. He also provided information regarding the difference between the fire department and school district votes. Mrs. McBride informed Mr. Slynko that the board would review his comments/concerns and get back to him.

**8. CONSENT AGENDA ITEMS FOR ROUTINE MATTERS** (Reference appendices #8A-G)

- A. Action pertaining to the award of bids – Cooperative string music instruments, Miscellaneous plumbing and HVAC work
- B. Action pertaining to the award of the Elmer L. Gordon Scholarship
- C. Action pertaining to approval of the Professional Development Plan
- D. Action pertaining to acceptance of a donation – Leary PTA
- E. Action pertaining to approval of an overnight field trip – Soccer scrimmage, Elmira, NY (August 24-25, 2016)
- F. Action pertaining to approval of CSE/CPSE recommendations
- G. Action pertaining to approval of Board of Education meeting minutes – 5/24/16

**MOTION PERTAINING TO ACCEPTANCE  
OF CONSENT AGENDA ITEMS #8A-G  
MOVED: Mrs. Chaudari  
SECONDED: Mr. Bower  
MOTION CARRIED: 7-0**

**9. PERSONNEL ACTIONS** (Reference appendix #9A)

- A. Action pertaining to approval of personnel actions

**MOTION PERTAINING TO APPROVAL  
OF PERSONNEL ACTIONS #1-30, #32-33  
MOVED: Mrs. Smith  
SECONDED: Mr. McCormick  
MOTION CARRIED: 7-0**

**MOTION PERTAINING TO APPROVAL  
OF PERSONNEL ACTION #31  
MOVED: Mrs. Smith  
SECONDED: Mrs. Wickerham  
MOTION CARRIED: 5-0-2**

**Mrs. McBride and Mr. McCormick abstained due to  
a conflict of interest (family members on the list)**

**10. SUPERINTENDENT'S CONTRACT**

- A. Action pertaining to approval of an amendment to the superintendent's contract

**MOTION PERTAINING TO APPROVAL OF AN AMEND-  
MENT TO THE SUPERINTENDENT'S CONTRACT  
MOVED: Mrs. Wickerham  
SECONDED: Mrs. Smith  
MOTION CARRIED: 7-0**

**11. WORKSHOP: SCHOOL FINANCE** (Reference appendices #11A-F)

**A. Claims Auditor Quarterly Report**

There were no questions.

**B. Action pertaining to acceptance of the Internal Audit Corrective Action Plan and Internal Control Risk Assessment**

Mr. Whitmore explained that as of now, there are no major control deficiencies.

**MOTION PERTAINING TO ACCEPTANCE OF THE  
INTERNAL AUDIT CORRECTIVE ACTION PLAN  
AND INTERNAL CONTROL RISK ASSESSMENT  
MOVED: Mr. Cook**

**SECONDED: Mrs. Wickerham**  
**MOTION CARRIED: 7-0**

**C. Action pertaining to acceptance of the State Comptroller Audit Corrective Action Plan**

Mr. Whitmore stated that the district has the preliminary audit report, has submitted the district response, and needs to do an official corrective action plan. He explained changes the district will make due to the audit. He said the district has tightened up quite a bit and will continue to try to be transparent to the voters. He also stated that the district does not want to have to make cuts mid-year. There were no questions.

**MOTION PERTAINING TO ACCEPTANCE  
OF THE STATE COMPTROLLER AUDIT  
CORRECTIVE ACTION PLAN**  
**MOVED: Mrs. Smith**  
**SECONDED: Mr. Bower**  
**MOTION CARRIED: 7-0**

**D. Action pertaining to reestablishment of the Unemployment Insurance Reserve**

Mr. Whitmore explained that the district was unable to find the original resolution and the next step is to reestablish the Unemployment Insurance Reserve. He said this is one reserve that is criticized and explained. He also said it is the board's decision if they would prefer to fund it at a different level. Mr. Cook asked a question regarding funding of this reserve and the fund balance and perhaps getting additional revenue to use for transportation. Dr. Graham believes what Mr. Cook is proposing is short term financing to get us over the hump for the 2017-18 school year.

**MOTION PERTAINING TO REESTABLISHMENT OF  
THE UNEMPLOYMENT INSURANCE RESERVE**  
**MOVED: Mr. McCormick**  
**SECONDED: Mrs. Wickerham**  
**MOTION CARRIED: 7-0**

**E. Action pertaining to establishment of the BOCES Career and Technical Education Reserve Fund**

Mr. Whitmore explained that Monroe #1 BOCES is looking to establish a plan to update some of their equipment used for courses they offer. They are asking permission to create a Career and Technical Education Reserve Fund and will need the majority of component districts to approve this.

**MOTION PERTAINING TO ESTABLISHMENT OF THE BOCES  
CAREER AND TECHNICAL EDUCATION RESERVE FUND**  
**MOVED: Mr. Bower**  
**SECONDED: Mrs. Wickerham**  
**MOTION CARRIED: 7-0**

**F. Action pertaining to acceptance of the Fund Balance and Reserve Funding Plan Year-end  
2015-16 Report**

Mr. Whitmore reviewed the estimated fund balance for year-end 2015-16. He explained that in order to be legal, once the amount has been determined, the board then needs to make the determination as to where it goes. Mr. Whitmore is asking for permission to put it into the 2016 Bus Reserve and 2015 Capital Reserve. There were no questions.

**MOTION PERTAINING TO ACCEPTANCE OF THE  
FUND BALANCE AND RESERVE FUNDING PLAN  
YEAR-END 2015-16 REPORT**  
**MOVED: Mrs. Wickerham**  
**SECONDED: Mrs. Smith**

**12. WORKSHOP: FIVE-YEAR CAPITAL PROJECTS PLAN** (Reference appendices #12A-B)

**A. Action pertaining to approval of the Five-year Capital Improvement Program 2016-2020**

Ken Nelson, Facilities director, and David Kaye, district architect, were in attendance to review the five-year capital projects plan. Mr. Kaye stated how much he and Mr. Nelson appreciate the board's pride and interest in the district's facilities and that they were in attendance to request the board's acceptance of the five-year plan. He reviewed the executive summary and said all 2016-17 work had been bid out. He also noted that work for 2018 was funded by a \$12 million resolution about three years ago (end of that money) and is currently in design. Work for 2019-2020 is proposed at this time.

**MOTION PERTAINING TO APPROVAL OF THE FIVE-YEAR  
CAPITAL IMPROVEMENT PROGRAM 2016-2020**

**MOVED: Mrs. Wickerham**

**SECONDED: Mr. Cook**

**MOTION CARRIED: 7-0**

**B. Action pertaining to approval of capital improvements 2018-2020**

Mr. Kaye reviewed the capital improvement projects. Dr. Graham reported that Senator Gallivan's office informed him the district would be receiving a \$400,000 grant for the propane fueling station at the Transportation and Operations Center (TOC). He said the items being proposed would have to be put to proposition. He noted that the district did not build all rooms the reconfiguration is calling for and that they may still need to be built. This will be determined in Fall 2017 when some of the mentioned projects may also have to be moved. Also, there is a \$500,000 grant pending, a local initiative grant from Assemblyman Harry Bronson. Mr. Whitmore explained that it was still working its way through the process. Discussion ensued. There were no questions regarding the capital improvements. Mr. Kaye noted that this information is based off the yearly building survey.

**MOTION PERTAINING TO APPROVAL OF  
CAPITAL IMPROVEMENTS 2018-2020**

**MOVED: Mr. Bower**

**SECONDED: Mrs. Smith**

**MOTION CARRIED: 7-0**

**13. WORKSHOP: CAREER AND TECHNICAL EDUCATION CERTIFICATION** (Reference appendix #13A)

**A. CTE Certification**

Ms. Wilson provided an overview and introduced Tim Shafer, Academic Services director; Mark MacMillan, Social Studies/LOTE/Business director; and Christie DeWald, Senior High School Co-op coordinator; who were in attendance to talk about the CTE program and the district's plan to become an approved CTE district for business and marketing. She also introduced supporting colleague, Jay Schickling, who was in the audience. Ms. Wilson explained that the team came to her with a need for district students, she asked them to investigate, and tonight's workshop is the result of what their research showed. She said it is an opportunity to expand the offerings at the high school and that it is a good opportunity for district students. She is looking for the board's guidance/support in order to proceed.

Dr. Shafer, thanked board members for the opportunity to discuss the CTE Certification for the district's business department. He said the process is a great example of how the district has aligned for business improvements. It's an opportunity to become career and technical certified for district students to earn the endorsement on their diploma. He talked about the NYS Career and Certified business program, a real world opportunity. He stated that Jon DelVecchio and Colleen Murphy, high school business teachers, were also part of the planning team.

Ms. DeWald said she was very proud of the work that has been done in the Business Department. Employers have trouble finding people to fill jobs and the hope is to provide students with skills they need for the workforce and to be able to craft goals that are strategic and attainable. She explained what a CTE-approved program is and said the benefits are valuable and plentiful. She also talked about the student requirements for the program.

Mr. MacMillan spoke about the application and implementation process, which involves curriculum review. He talked about some next steps – external review committee, board approval, and NYS final approval – and said they are looking for the board’s guidance and support to move forward. He also talked about the resources and costs for CTE certification. Mr. Shafer noted that the endorsement would be a state endorsement and the district is asking to be certified in the area of business. Discussion ensued. Board members were in agreement that they would like the team to proceed.

#### **14. WORKSHOP: TRANSPORTATION (Reference appendix #14A)**

##### **A. District Policy Considerations**

Dr. Graham provided a summary of where we are and said he is looking for the board’s answers to the enclosed questions in order to move forward. He proceeded to review and discuss each question. He started with the base of \$6,882,000 in #1 and asked the board where they wanted to go from there. Answers to the below questions were as follows:

- Question 2 – Yes
- Question 3a(3) – Yes
- Question 3b(1) – Yes – Split custody situations will be handled the same as childcare.
- Questions 4a-b – Yes
- Question 4c – No
- Questions 5a-b – Will be covered if you go with 4b
- Questions 6a-d – Yes, current practice.
- Question 7a – Current practice.
- Question 8a – Yes
- Question 9a – Current practice. Would like to leave it as is with two pick-up and two drop-off locations. Also would like to add that exceptions will be granted on an emergency basis only. This will be in the hands of school staff to keep on track. Ms. Anselme reminded everyone that the district will have wrap around childcare. Dr. Graham noted the only push back would be parents not being able to afford it. Discussion ensued. The board’s decision is firm with two pick-up and two drop-off locations.
- Question 10a – Yes, two pick-up and two drop-off locations. No changes without a written 30-day notice.
- Question 11a – The decision was to find the most parent-friendly way to do it at minimal cost. Dr. Graham will work on this.

Dr. Graham said the next version will entail taking the decisions that have been made and using them to create transportation policies, including more detail regarding cost.

#### **15. SUPERINTENDENT’S REPORT**

##### **A. Oral Information**

- Dr. Graham said there are no written information items, he already reported on Senator Gallivan’s grant, the senior ball went very well, and graduation is in two weeks.

#### **16. NEW BUSINESS (Reference appendices #16A-B)**

##### **A. Board Evaluation Instrument**

Board members are to e-mail the completed board evaluation to Mrs. Flanigan by June 30. She will forward them anonymously to Mrs. McBride who will compile the material for review.

##### **B. Board of Education School Visits – 2016-17**

All visits are on Thursday’s this year, which are not good for Mrs. McBride or Mr. Bower, but they will do the best they can.

**C. Board Officer Nominating Committee**

Mr. Bower and Mrs. Smith will spearhead the committee. Mrs. McBride explained the process.

**D. Summer 2016 meeting schedule (board retreat discussion)**

Mrs. McBride explained that there is typically a board retreat, which takes the place of a second board meeting in July. Mrs. Smith offered her home for the retreat. The decision was for 6 p.m. Tuesday, July 19. Mrs. McBride explained what a board retreat is to Mrs. Strzyzynski, newly elected board member, who was in the audience.

Regarding the letters that were included in the last FYI packet. Mrs. McBride informed board members that she wrote a letter to the teachers to read to the students and that she would make sure Geraldo Torres, Food Service director, also received a copy of them.

**17. BOARD MEMBER REPORTS**

**A. MCSBA Annual Meeting (May 25)**

Mrs. McBride thought it was nice. Mr. McCormick said the music was nice. Mrs. Wickerham noted that it was well attended. It was also noted that there was a representative from the New York State School Boards Association (NYSSBA) in attendance.

**B. District Parent Advisory Council (DPAC) (June 6)**

Mrs. Wickerham reported that there was no meeting.

**C. Multicultural Parent Advisory Council (MPAC) (June 13)**

Mrs. McBride reported that there was no meeting.

**18. CLOSING OF MEETING**

**A. Board Meeting Recap**

- Board members should think about who might want to be the representative to the CTE Review Committee.
- Dr. Graham and his team will finalize the transportation decisions made tonight, along with associated costs.
- E-mail completed board evaluations to Mrs. Flanigan by June 30.
- Mr. Bower and Mrs. Smith will make calls to board members regarding the nomination of board officers for the 2016-17 school year.
- Board Retreat – July 19, 6 p.m., Mrs. Smith’s home.
- Quarterly Policy Review – Will be on the June 28 board agenda.
- The strike-bold Food Service Manual will be brought back to the board.
- A response is needed for Wally Slynko, the public forum speaker.
- Each board member has received a reserved parking pass for graduation.

**B. Adjournment**

**MOTION TO ADJOURN THE MEETING AT 10:05 P.M.**

**MOVED: Mrs. Wickerham**

**SECONDED: Mr. Bower**

**MOTION CARRIED: 7-0**

**C. Next Board of Education Meeting**

The next Board of Education meeting is scheduled for 7 p.m. Tuesday, June 28, 2016.

Respectfully submitted,

Karen A. Flanigan  
School District Clerk

**Board Approved: June 28, 2016**