



Tuesday, June 16, 2015
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. Phyllis P. Wickerham, Vice president
Mr. Robert C. Bower
Mrs. Jean M. Chaudari
Mrs. Rosie B. Mitchell
Mrs. Pamela J. Reinhardt
Mrs. Sue A. Smith
- 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, June 16, 2015, in the Dee Strickland Conference Room at the Parker Administration Building, 2034 Lehigh Station Road, Henrietta, NY 14467.

2. OPENING OF PUBLIC MEETING

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

Mrs. McBride called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited and introductions were done. Mrs. McBride explained that Mr. Bower may not make the meeting as he was caught up with work. During agenda review Mrs. Reinhardt asked to add a Legislative Committee Report under Board Member Reports and Mrs. McBride asked to have item 19 of the personnel actions voted on separately as she had a conflict of interest. During announcements Mrs. McBride explained that it was the last formal board meeting for Mrs. Mitchell and Mrs. Reinhardt. She presented Mrs. Mitchell with a plaque from MCSBA and a clock in recognition of her retirement (2013-2015) from the board. Mrs. Mitchell said it had been a journey, the board was top level, and she enjoyed the opportunity. Mrs. McBride then presented Mrs. Reinhardt with a clock in recognition of her retirement from the board (2003-2015). Her plaque from MCSBA had been received at another event. Mrs. Reinhardt said it was a hard decision to make. She thanked her family and fellow board members. She said she could not imagine a more collegial, wonderful group that she would consider doing this with – a great group of people.

3. BOARD MEMBER REPORT FROM STUDENT REPRESENTATIVE(S)

The student representatives were not in attendance.

4. PUBLIC FORUM

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

Mr. John Prouty – 123 Hale Haven Drive, Hilton, NY 14468

Mr. Prouty spoke as an employee of the district. He said he was representing RHEA as its chief negotiator and was in attendance to share comments from teachers regarding contract negotiations. He thanked the district for remaining respectful during the process and said it was a great boost to teacher moral to get the contract settled before summer. He said teachers appreciated the district's continuous efforts to keep them in the know about full-day kindergarten. He also suggested forming an ad hoc committee to review salaries. He talked about collaboration away from the table and negotiations. He supplied his comments in written format.

5. DISTRICT POLICY (SECOND READ) (Reference appendix #5A)

A. 5311.5 – Student Dress Code

There were no changes to the strike/bold version.

**MOTION PERTAINING TO APPROVAL
OF DISTRICT POLICY 5311.5
MOVED: Mrs. Smith
SECONDED: Mrs. Reinhardt
MOTION CARRIED: 6-0**

6. PUBLIC HEARING ON SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION (SAVE)

There was no one in the audience wishing to speak.

7. SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION (SAVE) (Reference appendices #8A-D)

A. Memo – List of changes to the SAVE documents

Mrs. Anselme provided an overview of the process to update the Code of Conduct, Attendance Policy, and District Safety Plan. Mrs. Wickerham had a change to page 14 of the Code of Conduct – instead of video recordings, the district has been using recordings. She gave her changes to Mrs. Anselme. Mrs. Smith said there were two instances in the same document where it mentions physical and mental safety and that she's never heard of mental safety, only mental health. She also stated that the policies do not contain consistent language either. Discussion ensued. Mrs. Anselme said she can go back to the way district policies are written, but the language she used comes from NYSSBA. Mrs. Smith is fine with NYSSBA language and will make the policies consistent as they come up for review. She had another change on page 14 that Mrs. Anselme will make. Mrs. Smith also pointed out that the changes to the Code of Conduct appendix (page 37 and a direct copy of a policy) cannot be made until the policy is updated. She also mentioned that in Policy 5311.6 all revision dates are when the Code of Conduct was updated, not the policy. The policy has not been updated since 2001.

B. Action pertaining to approval of the Code of Conduct

**MOTION PERTAINING TO APPROVAL
OF THE CODE OF CONDUCT WITH
RECOMMENDED CHANGES
MOVED: Mrs. Smith
SECONDED: Mrs. Reinhardt
MOTION CARRIED: 6-0**

C. Action pertaining to approval of the Attendance Policy

MOTION PERTAINING TO APPROVAL OF

**THE ATTENDANCE POLICY WITH
RECOMMENDED CHANGES
MOVED: Mrs. Chaudari
SECONDED: Mrs. Mitchell
MOTION CARRIED: 6-0**

D. Action pertaining to approval of the District Safety Plan

**MOTION PERTAINING TO APPROVAL OF
THE DISTRICT SAFETY PLAN WITH
RECOMMENDED CHANGES
MOVED: Mrs. Wickerham
SECONDED: Mrs. Smith
MOTION CARRIED: 6-0**

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

- A. Action pertaining to the award of bids – Cooperative Music Equipment, Continuing Education Brochure
- B. Action pertaining to approval of an emergency capital project – Sperry brick retaining wall
- C. Action pertaining to approval of an emergency capital project – HVAC automation chains
- D. Action pertaining to approval of a resolution for Type II emergency projects 2015
- E. Action pertaining to acceptance of a donation – Godfrey J. Jacobsen Memorial Scholarship Fund
- F. Action pertaining to the award of the Elmer L. Gordon Scholarship
- G. Action pertaining to approval of the Professional Development Plan
- H. Action pertaining to approval of CSE/CPSE recommendations
- I. Action pertaining to approval of Board of Education meeting minutes – 5/26/15
- J. Action pertaining to approval of Board of Education meeting minutes – 6/2/15
- K. Action pertaining to approval of Board of Education special meeting minutes – 6/8/15

Dr. Graham stated that the cover of the Professional Development Plan should include Mrs. Mitchell's and Mrs. Reinhardt's name as it is being adopted during this school year. A question was asked regarding CSE minutes and why you would classify a senior. Mrs. Anselme explained. Mrs. McBride asked if there is a way to find out what the high school Social Studies Department does with the extra money donated to them after the Jacobsen Scholarship is made so the board president could relay this information to the scholarship committee. Mrs. Wilson will ask the social studies director to investigate and follow-up.

**MOTION PERTAINING TO ACCEPTANCE
OF CONSENT AGENDA ITEMS #8A-K
MOVED: Mrs. Chaudari
SECONDED: Mrs. Mitchell
MOTION CARRIED: 6-0**

9. PERSONNEL ACTIONS (Reference appendix #9A)

- A. Action pertaining to approval of personnel actions

**MOTION PERTAINING TO APPROVAL
OF PERSONNEL ACTIONS #1-18, 20-33
MOVED: Mrs. Reinhardt
SECONDED: Mrs. Chaudari
MOTION CARRIED: 6-0**

**MOTION PERTAINING TO APPROVAL
OF PERSONNEL ACTION #19
MOVED: Mrs. Reinhardt**

SECONDED: Mrs. Smith
MOTION CARRIED: 5-0

Mrs. McBride abstained due to a conflict of interest

10. DISTRICT POLICY QUARTERLY REVIEW (Reference appendix #10A)

A. Board members will review Human Resources Management policies 9100-9810

The Human Resources Management policies were reviewed.

- Minor changes will be made to 9250, 9260, 9520.2, 9520.3, 9720, 9720-R, and 9810.3.
- Policies for first read are 9110.4, 9110.4-R, 9120.1, 9460, and 9531.
- Policies for further review at Policy Committee are 9125, 9160, 9230, 9230-E.1, 9230-E.2, 9230-E.3, 9230-E.4, 9260-R, 9310, and 9520.2-R.

11. WORKSHOP: SCHOOL RECONFIGURATION (References appendices #11A, C-D)

A. Action pertaining to authorization of the Good Shepherd Lease Proposal

Dr. Graham provided an overview of the workshop. He talked about the Facility Renovation Plan and the need for space to relocate staff from the Vollmer Learning Center while it is being renovated to begin accepting students in September 2017. He spoke about the items needing to be done in order for the district to use the facility. There is no intention to use the Good Shepherd facility right now.

**MOTION PERTAINING TO AUTHORIZATION OF
THE GOOD SHEPHERD LEASE PROPOSAL**

MOVED: Mrs. Smith
SECONDED: Mrs. Chaudari
MOTION CARRIED: 6-0

B. Name for grades 7-9 schools

Dr. Graham asked for guidance on a name to be used for the 7-9 schools. He shared his thoughts. Mrs. Smith also shared hers. Discussion ensued. The decision was made to use Junior High School.

C. Action pertaining to authorization of the new school schedules

Dr. Graham reviewed the school schedules being recommended for September 2017. He said the schedules meet all contractual obligations and can be supported by transportation without the need for purchasing additional buses. He stated that they will reduce district net operating expenses by about \$350,000 per year. He thinks there will be some additional buses, but not with the scope originally thought. He provided the changes from the last discussion on this. He said the high school will most likely want to continue with block scheduling and there are still issues that need to be worked out. Dr. Graham is insisting scheduling be done consistently throughout all the schools at least for the first few years. Information regarding authorizing the framework will be on a future board agenda.

**MOTION PERTAINING TO AUTHORIZATION
OF THE NEW SCHOOL SCHEDULES**

MOVED: Mrs. Wickerham
SECONDED: Mrs. Smith
MOTION CARRIED: 6-0

D. Student Transition Plan Guidance

Dr. Graham reviewed his overview and each level of the transition plan he is recommending and shared his thoughts on how he arrived at it. No decisions are needed tonight. Discussion ensued.

Mr. Bower arrived at 8:39 p.m.

Dr. Graham said he envisions a personalized letter to each family including specific options for school choices or stating your child is not affected by this and who to contact if you have questions. He talked about the areas where some issues might arise and provided an explanation of stipends that will be paid. He would like the board to think about this for a couple of weeks and be able to make a

decision at the July meeting. Dr. Graham stated that people he has spoken with have been very complimentary to the board. They said he and the board really listened to people's suggestions.

12. WORKSHOP: SENIOR HIGH SCHOOL CAFETERIA TRAY PETITION (Reference appendices #12A-C)

- A. SHS Student Council Petition**
- B. Director of Food Service Response**
- C. PowerPoint Presentation**

Mr. Geraldo Torres, food service director, was in attendance to speak about the petition. Dr. Graham asked Mr. Torres if there are viable alternatives to Styrofoam trays from an environmental steward position or cost position. Mr. Torres shared some thoughts from studies done by other local districts and said he also looked at New York City as they are in the middle of a transition. Mr. Torres shared information via a PowerPoint presentation. He recommends waiting to see how things go in NYC as he thinks they have a good plan. He also added that the district is currently not using Styrofoam trays for breakfast. Discussion ensued. Mr. Torres and Dr. Graham will draft a response letter to Student Council. If Student Council is interested, Mr. Torres is willing to do a presentation/workshop in the fall. Mr. Chris Barker, newly appointed Student Management director, who was in the audience to speak about another agenda item, suggested sending the letter to current seniors before they depart.

13. WORKSHOP: STUDENT SATISFACTION SURVEY (Reference appendix #13A)

A. Student Satisfaction Survey

Mr. Chris Barker provided background information and highlights, particularly what the district is planning to do with the data. This is the 15th year he's worked on the survey. He said all schools are uniquely different, but yet similar in their perspective. He reviewed the numbers and some of the problem areas. He said how proud of the district he was and thanked the board for his recent appointment. He said the district still has a lot to do, but it's come a long way. Mrs. Smith was concerned regarding the response rate at the high school and would like to see the district find a way to work on this. Mr. Barker said the response rate will improve next year. Dr. Graham noted two areas of concern – digital citizenship and separation of student perception of respect. Mr. Barker feels having staff with students at lunch helps a lot (smaller setting). Mrs. Anselme shared a story. She said students don't necessarily have a problem with some of the things that are said by fellow students, but adults do. The district needs to reevaluate how it looks at some things (e.g. what is respectful behavior versus what is not).

14. SUPERINTENDENT'S REPORT (Reference appendices #14A-B)

A. Written: Interscholastic Sports Report – Spring Season

There were no questions. The report will have to be updated to reflect the girls' track and field team going to nationals.

B. Written: Pilots and Research Projects – Annual Report

There were no questions or comments.

C. Oral: Top Decile Determination

This topic is a follow-up item. Dr. Graham reported on the protocols for determining the top 10 percent of class and said it was the board's decision as to use weighted versus unweighted scores. He said it was too late to be changed this year and explained, but said a change could be implemented for next year. Dr. Graham reported on how the current process came to be. Principal Patton is fine with either calculation. Mrs. McBride suggested bringing the topic back to another meeting for further discussion and devising a policy to work from. Dr. Graham suggested it be done before the fall.

D. Oral: Outstanding Music Awards

Dr. Graham suggested relooking at the criteria for music student recognitions. He would like the board to take some time to figure out what the best way would be to recognize music students. He suggested a fall follow-up. He shared a couple of thoughts. This will be discussed further during a board agenda setting meeting to see what the board's preference would be.

15. NEW BUSINESS (Reference appendices #15A-B)

A. Board Goals – End-of-Year Report

The board's goals were reviewed. Mrs. McBride asked that the board evaluations be returned to her within the next couple of weeks for compilation prior to the board retreat.

B. Board Retirement Dinner Format

The board retirement dinner format was discussed. As far as numbers, Dr. Graham explained that some people retire after the dinner so they have to wait until the next year to attend and generally do not return for it. Mrs. McBride asked board members for their thoughts regarding an hors d'oeuvre reception versus a dinner. Mr. Bower, Mrs. Smith, and Mrs. Chaudari believe the dinner is still very nice and retirees deserve it. It was agreed to continue with the dinner and that the venue, RIT Inn & Conference Center, is still fine. Mrs. Mitchell suggested adding music or a video to the event.

16. BOARD MEMBER REPORTS

A. DPAC (June 4)

Mrs. Wickerham reported that the meeting mainly consisted of a review and update of Safety Week and how well it went. She also mentioned Dr. Graham being made aware of insurance companies contacting families of R-H students attending classes at Rochester Institute of Technology and trying to get them to purchase insurance. Mrs. Anselme provided an explanation. She said a ConnectEd message was sent to parents and conversations were had with Rochester Institute of Technology to get the problem corrected. DPAC officers also were elected.

B. MCSBA Legislative Committee Report

Mrs. Reinhardt said the MCSBA Legislative Committee held its final meeting. She urged everyone to watch what's going on in Albany as there is a lot going on.

17. CLOSING OF MEETING

A. Board Meeting Recap

- Code of Conduct – When reviewing district policies in future, make sure there is consistent wording regarding mental health.
- Code of Conduct appendix – Updated once the policies connected to it are reviewed/updated.
- Jacobsen Scholarship – Would like to know what the money given to the Social Studies Department is used for.
- New name for grades 7-9 school – Junior High School.
- Top decile discussion will take place at a future meeting for possible development of a policy.
- Mr. Torres and Dr. Graham will draft a letter to Student Council regarding the use of Styrofoam trays in the cafeteria.
- Music Recognition protocol – To be reviewed at an upcoming meeting.
- Reminder – Senior High School Graduation will be held June 27.
- Board self-evaluations – Send to Mrs. McBride within a couple of weeks for compilation.

B. Adjournment

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

MOVED: Mrs. Mitchell

SECONDED: Mrs. Reinhardt

MOTION CARRIED: 7-0

C. Next Board of Education Meeting

The next Board of Education meeting is scheduled for 6 p.m. Tuesday, July 14, 2015.

Respectfully submitted,

Karen A. Flanigan
School District Clerk
Board Approved: July 14, 2015