



Tuesday, June 28, 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

Absent:

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 28, 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 6:30 p.m.

3. ANTICIPATED EXECUTIVE SESSION

A. Anticipated executive session to discuss an administrative appointment and a Food Service strike-bold personnel manual

**MOTION TO ENTER EXECUTIVE SESSION AT 6:30 P.M. TO
DISCUSS AN ADMINISTRATIVE APPOINTMENT AND A
FOOD SERVICE STRIKE-BOLD PERSONNEL MANUAL**

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

MOTION TO EXIT EXECUTIVE SESSION AT 6:42 P.M.

MOVED: Mr. Cook
SECONDED: Mrs. Chaudari
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 p.m. The Pledge of Allegiance was recited and introductions done. Mrs. McBride noted that Ms. Wilson was absent as she is attending a conference. During agenda review, the following changes were made to the personnel actions (#10A) - item #31 was added and item #16 will be voted on separately. There were no announcements.

5. BOARD RECOGNITIONS

As they depart from the Board of Education, board members Jean Chaudari and Phyllis Wickerham were honored with the below proclamations read by Mrs. McBride, board president. They also were presented with a clock in appreciation of their years of service to the board. Mrs. McBride spoke about each individual. Dr. Graham also presented a crystal apple to Mrs. Wickerham on her retirement. Mrs. Chaudari received hers at the annual retirement dinner.

Resolution of the Rush-Henrietta Central School District Board of Education – June 28, 2016 – Jean M. Chaudari

WHEREAS, Jean M. Chaudari has demonstrated exceptional commitment to the district and to the continuous improvement of education; and

WHEREAS, Jean M. Chaudari has served as representative to various committees including District Parent Advisory Council, Multicultural Parent Advisory Council (alternate), and Elmer Gordon Scholarship Selection Committee; and

WHEREAS, Jean M. Chaudari has served as board liaison to Leary Elementary School, Sherman Elementary School, Roth Middle School, the Ninth Grade Academy, Senior High School, Henrietta Youth Board (alternate), and Henrietta Youth Asset Team;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Rush-Henrietta Central School District hereby pays tribute to Jean M. Chaudari in recognition for her years of service to the Rush-Henrietta community as a member of the Board of Education from 2010 to 2016.

**MOTION PERTAINING TO ACCEPTANCE OF THE
RESOLUTION FOR MRS. JEAN M. CHAUDARI**

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

Resolution of the Rush-Henrietta Central School District Board of Education – June 28, 2016 – Phyllis P. Wickerham

WHEREAS, Phyllis P. Wickerham has demonstrated exceptional commitment to the district and to the continuous improvement of education; and

WHEREAS, Phyllis P. Wickerham has served as representative to various committees including District Parent Advisory Council, Space Committee, District Safety Committee, Policy Committee, Elmer Gordon Scholarship Selection Committee, Monroe County School Boards Association Information Exchange and Legislative Committees, and served as a voting delegate to the New York State School Boards Association Annual Meeting; and

WHEREAS, Phyllis P. Wickerham has served as board liaison to Fyle Elementary School; Winslow Elementary School; Senior High School; Facilities and Food Service Departments; the towns of Brighton, Henrietta, Pittsford, and Rush; the Henrietta Youth Board; Henrietta Youth Asset Team; and the Rush-Henrietta Education Foundation (alternate);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Rush-Henrietta Central School District hereby pays tribute to Phyllis P. Wickerham in recognition for her years of service to the Rush-Henrietta community as a member of the Board of Education from 2007-2016.

**MOTION PERTAINING TO ACCEPTANCE OF THE
RESOLUTION FOR MRS. PHYLLIS P. WICKERHAM**

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

6. PUBLIC FORUM

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

There were no audience members in attendance wishing to speak.

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

(Reference appendix #7A)

A. Memo – List of changes to the SAVE documents

Chris Barker, Student Management director, summarized the list of changes. He explained the process and the people involved with each of the SAVE documents – Code of Conduct, Attendance Policy, and District Safety Plan.

Code of Conduct – Mrs. Smith wanted to know how students retrieve their electronic device. Mr. Barker explained that school procedures were included in the Code of Conduct, but current thinking has them being paired down (less wordy) and being handled by the schools. Mrs. Smith suggested saying the device will be retrieved in accordance with building policy/plan. She also questioned the last item on page 10 (... for damage, missing or loss of personal property.) She does not believe the word missing fits. Discussion ensued. Mr. DesMarteau suggested ... for locating lost personal property.

Attendance Policy – There were no questions.

District Safety Plan – Under Fire Department Training available (pg. 9), Mrs. Wickerham questioned why “physically disabled” was not more global. The decision was to delete “physically.” Mrs. Smith said it was hard to figure out the different plans/teams (e.g. District Safety Plan vs. Districtwide Safety Plan vs. Safety Plan) and that she would like to see titles be consistent for all plans and teams. Mrs. Smith made numerous other changes and provided her notes to Ms. Anselme for correcting.

There were no comments from audience members. The public hearing was then closed.

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

A. Action pertaining to approval of the Code of Conduct

**MOTION PERTAINING TO APPROVAL OF THE
CODE OF CONDUCT WITH NOTED CHANGES**

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

B. Action pertaining to approval of the Attendance Policy

**MOTION PERTAINING TO APPROVAL
OF THE ATTENDANCE POLICY**

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

C. Action pertaining to approval of the District Safety Plan

MOTION PERTAINING TO APPROVAL OF THE DISTRICT SAFETY PLAN WITH NOTED CHANGES

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

D. Emergency Response Information

Mr. Barker stated that this is the recommended emergency response card New York State would like districts to be using in the buildings. Mr. Barker and Mr. Paladino, district safety coordinator, are working on this together. Mr. Barker talked about lockdown drills and said he is working on a draft plan for each building to use. He also noted that there are 12 drills done throughout the year with some having specific requirements.

9. CONSENT AGENDA ITEMS FOR ROUTINE MATTERS (Reference appendices #9A-D)

- A. Action pertaining to acceptance of the May treasurer's report and budget transfers
- B. Action pertaining to approval of an overnight field trip – Band, Orchestra, R-H Singers – Walt Disney World, Orlando, FL (February 18-24, 2017)
- C. Action pertaining to approval of CSE/CPSE recommendations
- D. Action pertaining to approval of Board of Education meeting minutes – 6/14/16

MOTION PERTAINING TO ACCEPTANCE/APPROVAL OF CONSENT AGENDA ITEMS #9A-D

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

10. PERSONNEL ACTIONS (Reference appendix #10A)

- A. Action pertaining to approval of personnel actions

MOTION PERTAINING TO APPROVAL OF PERSONNEL ACTIONS #1-15, #17-31

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

MOTION PERTAINING TO APPROVAL OF PERSONNEL ACTION #16

**MOVED: Mrs. Wickerham
SECONDED: Mrs. Chaudari
MOTION CARRIED: 6-0
Mr. Bower abstained due to a conflict of interest (family member on list)**

11. WORKSHOP: STUDENT SATISFACTION SURVEY (Reference appendix #11A)

A. Student Satisfaction Survey

Mr. Barker reported that positive results for the survey were up this year. He is very proud of this year's results. His proudest thing to report is the answer to Question #7 – When in class, I can consistently focus on my work. This has really gone up over the last five years, even though only the last three years are visible. He believes the use of technology has helped and said the use of PBIS is yielding positive results, especially at the middle schools. He said he's been involved with the survey for 16 years and is clearly seeing a positive effect of what the district has been doing over the last 10 years. He's still puzzled by the results of Question #12 – In this school, students are consistently

respectful toward others. He said he spoke with NGA and SHS students and posed a number of thought provoking questions to assistant principals as to what they are going to do with the results. He also has plans to speak with building principals. He is excited about the results, but said there's still a long way to go. Questions and discussion ensued.

12. WORKSHOP: TRANSPORTATION (Reference appendix #12A)

A. Summary of District Policy Determinations

Dr. Graham stated that the attachment is a summary of the board's interests from the last meeting. He said he is looking for a plan of action that can be used to begin looking at cost and mechanics. He asked the board if the document accurately captures the board's discussion and if so, can it be adopted as a working plan. Mr. Cook, Mr. Bower, Mrs. McBride, and Mrs. Wickerham all said what a good job had been done.

**MOTION PERTAINING TO ADOPTION OF THE SUMMARY
OF DISTRICT POLICY DETERMINATIONS
AS THE BOARD'S PLAN OF ACTION
MOVED: Mr. Cook
SECONDED: Mrs. Wickerham
MOTION CARRIED: 7-0**

13. DISTRICT POLICY QUARTERLY REVIEW

A. Board members will review School Administration policies 3100-3240 and Instruction policies 4000-4319

Mrs. McBride explained the process to Simeon Banister and Annmarie Strzyzynski, recently elected Board of Education members who were in the audience. The quarterly policies were then reviewed.

- No Changes – 3100, 3120, 3160, 4000, 4020, 4100, 4200, 4200-E, 4220-E.1, 4220-E.2, 4220-E.3, 4240, 4311, 4311.2, 4313
- Minor Changes – 3131, 3240, 4010, 4110, 4200-R, 4220, 4220-R, 4220-E.4, 4313-R, 4319
- First Read – 4311.1, 4311.1-R, 4319-R
- Board Agenda Topic – 3160-R
- Policy Committee – 4020-R, 4313-E, 4315.1

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

A. Written: Interscholastic Sports Report – Spring Season

There were no questions or comments. Good News – Sammy Watson is invited to Olympic trials as a junior.

B. Written: Grants, Research, and Pilot Projects – Annual Report

There were no questions or comments.

C. Written: Comptroller's Audit Report – Final

Dr. Graham said the *Democrat & Chronicle* reporter called to see if the district had any further comments and it did not. He was pleased with how the electronic report was portrayed and with the fact that some of the district's positions were articulated in the article as to why the district was in disagreement with the comments. There were no questions or comments.

D. Oral Information

- Good news – The district has received formal notification from the New York State and Municipal Facilities Program that it will receive \$500,000 to support full-day kindergarten through the help of Assembly Member Harry Bronson.
- Heads up – Mr. Whitmore will represent the district at a COMIDA hearing on July 7 to protest two items on the agenda – (1) creating a COMIDA agreement with a PLUTA facility and (2) a request for a COMIDA agreement with 2695 East Henrietta Road (high end apartment dwellings for young professionals and people who are downsizing), directly behind the Dome Arena. The reality is that it does not conform to COMIDA's interest. Mr.

Whitmore and Dr. Graham met with Supervisor Jack Moore to discuss. He is in favor of the district's position and supports the district's willingness to move forward.

15. NEW BUSINESS (Reference appendix #15A)

A. Board Goals – End-of-Year Report

The board goals were reviewed. Mr. Cook asked where the district stands on the SMART Bond. Mr. Whitmore explained that the information was provided, but presumed the cutoff was missed. It is a work in progress.

B. BoardDocs New Features Review

Mrs. Smith and Mrs. Flanigan, school district clerk, watched the video containing new BoardDocs LT features. Mrs. Smith explained that no training is necessary at the board level and that other than the new policy feature, enhancements pretty much exclusively affect Mrs. Flanigan only. She explained the new enhancements, including being able to type minutes in BoardDocs and the updates including policies. She's hoping these two main features will ease the workload of the school district clerk. She explained the fee to have policies converted to BoardDocs and asked for the board's consensus to take advantage of the new board policy feature. Board members were in agreement. Dr. Graham and Mrs. Flanigan will confirm pricing with BoardDocs.

16. CLOSING OF MEETING

A. Board Meeting Recap

- SAVE documents were approved pending corrections to the Code of Conduct and District Safety Plan.
- Policies
 - Minor Changes – 3131, 3240, 4010, 4110, 4200-R, 4220, 4220-R, 4220-E.4, 4313-R, and 4319.
 - First Read – 4311.1, 4311.1-R, 4319-R
 - Policy Committee – 4020-R, 4313-E, 4315.1
 - Board Agenda Topic – 3160-R (for discussion regarding public content)
- Dr. Graham and Mrs. Flanigan to obtain a proposal from BoardDocs regarding policy transfer
- July 12 – Reorganizational meeting at 6 p.m., Business meeting following, Pictures at 5 p.m.
- July 19 – Board Retreat at Mrs. Smith's home
- June 29 – Retirement dinner for Mrs. Chaudari and Mrs. Wickerham
- July 30 – Board self-evaluation to Mrs. Flanigan for forwarding to Mrs. McBride

B. Adjournment

MOTION TO ADJOURN THE MEETING AT 9:13 P.M.

MOVED: Mrs. Wickerham

SECONDED: Mrs. Chaudari

MOTION CARRIED: 7-0

C. Next Board of Education Meeting

The next Board of Education meeting is scheduled for 6 p.m. Tuesday, July 12, 2016.

Respectfully submitted,

Karen A. Flanigan
School District Clerk

Board Approved: July 12, 2016