



Tuesday, July 14, 2015
Annual Reorganizational 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: Mr. Robert C. Bower
Mrs. Jean M. Chaudari
Mr. Robert L. Cook
Mrs. Diane E. McBride
Mr. Sean P. McCormick
Mrs. Sue A. Smith
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. 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 annual reorganizational meeting of the Board of Education of the Rush-Henrietta Central School District was held Tuesday, July 14, 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 – School District Clerk

The meeting was called to order by Karen Flanigan, school district clerk, at 6 p.m. The Pledge of Allegiance was recited and introductions done.

3. OATH OF OFFICE OF ELECTED/REELECTED BOARD MEMBERS (ADMINISTERED BY THE SCHOOL ATTORNEY)

- A. Mr. Robert L. Cook
- B. Mr. Sean P. McCormick
- C. Mrs. Sue A. Smith

The oath of office was administered by George DesMarteau, school attorney, to Mr. Robert L. Cook and Mr. Sean P. McCormick, who were each elected to a three-year term of office and to Mrs. Sue A. Smith, who was reelected to a three-year term of office.

4. ELECTION OF THE BOARD OF EDUCATION PRESIDENT – SCHOOL DISTRICT CLERK

- A. Board President Oath of Office (administered by the school attorney)

Action pertaining to election of the Board of Education president

Mrs. Flanigan stated that the next order of business was the election of the Board of Education president. She called on Mr. Bower, who, as a member of the nominating committee, reported on nominations for the Board of Education president. Mr. Bower said the nominating committee polled all board members and Mrs. McBride had been nominated for Board of Education president. Mrs. Flanigan asked if there were any further nominations, and there were none.

**MOTION TO APPOINT MRS. DIANE E. McBRIDE
AS BOARD OF EDUCATION PRESIDENT
FOR THE 2015-16 SCHOOL YEAR
MOVED: Mr. Bower
SECONDED: Mrs. Smith
MOTION CARRIED: 7-0**

Mr. DesMarteau administered the oath of office to Mrs. McBride and she assumed the duties of Board of Education president.

5. ELECTION OF THE BOARD OF EDUCATION VICE PRESIDENT – BOARD PRESIDENT
A. Board Vice President Oath of Office (administered by the school attorney)

Action pertaining to election of the Board of Education vice president

Mrs. McBride called on Mrs. Chaudari, as a member of the nominating committee, for her report. Mrs. Chaudari said the nominating committee polled all board members and Mrs. Smith had been nominated for Board of Education vice president. Mrs. McBride asked if there were any further nominations, and there were none.

**MOTION TO APPOINT MRS SUE A. SMITH AS
BOARD OF EDUCATION VICE PRESIDENT
FOR THE 2015-16 SCHOOL YEAR
MOVED: Mrs. Chaudari
SECONDED: Mr. Bower
MOTION CARRIED: 7-0**

Mr. DesMarteau administered the oath of office to Mrs. Smith and she assumed the duties of Board of Education vice president.

6. APPOINTMENT AND DESIGNATION OF SALARIES OR FEES (IF ANY) OF DISTRICT OFFICERS (Reference appendices #6A, F)

- A. Attendance Officer
- B. School District Clerk
- C. Acting School District Clerk
- D. Treasurer
- E. Deputy Treasurer
- F. Tax Collector
- G. Claims Auditor
- H. Deputy Claims Auditor
- I. Finance & Audit Committee Community Member
- J. Purchasing Agent
- K. Deputy Purchasing Agent
- L. Records Access Officer
- M. Records Management Officer
- N. Medicaid Compliance Officer

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #6A-N
MOVED: Mrs. Chaudari
SECONDED: Mr. Bower
MOTION CARRIED: 7-0**

7. APPOINTMENT AND DESIGNATION OF SALARIES OR FEES (IF ANY) OF SCHOOL DISTRICT POSITIONS, ADVISORS, AND FIRMS (Reference appendices #7A-C, E-I, L, and N-P)

- A. School Attorney

- B. School Physician
- C. District Legal Advisors
- D. Asbestos Designee
- E. Insurance Consultant
- F. Central Treasurers for Extra Classroom Activity Accounts
- G. External Auditor
- H. Fiscal Advisor
- I. Bond Counsel
- J. Health Care Plan Administrator
- K. District Enrollment Facilitator
- L. District Architect
- M. District Engineer
- N. Internal Auditor
- O. Third Party Administrator of 403(b) Plan
- P. Medicaid Claims Processor

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #7A-P
MOVED: Mrs. Wickerham
SECONDED: Mrs. Smith
MOTION CARRIED: 7-0

8. RESOLUTION BONDING PERSONNEL (Reference appendix #8A)

- A. School District Clerk
- B. Treasurer
- C. Deputy Treasurer
- D. Central Treasurers for Extra Classroom Activity Accounts
- E. District Couriers

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #8A-E
MOVED: Mr. Bower
SECONDED: Mr. Cook
MOTION CARRIED: 7-0

9. RESOLUTION DESIGNATING DEPOSITORIES (Reference appendix #9A)

- A. JP Morgan Chase & Co.
- B. HSBC Bank, N.A.
- C. Citizens Bank
- D. Manufacturers & Traders Trust Co.
- E. First Niagara Commercial Bank
- F. Key Bank
- G. Bank of America
- H. Canandaigua National Bank
- I. Five Star Bank

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #9A-I
MOVED: Mrs. Chaudari
SECONDED: Mr. McCormick
MOTION CARRIED: 7-0

10. RESOLUTION DESIGNATING DEPOSITORIES FOR SCHOOL FUNDS (Reference appendix #10A)

- A. General Funds
- B. School Lunch Account
- C. Student State Accounts (extra-curricular accounts)
- D. Payroll Account
- E. Special Aid Fund Account
- F. Trust and Agency Account
- G. Capital Funds
- H. Health Care Plan Fund
- I. Elmer Gordon Scholarship Fund
- J. Henrietta Chamber of Commerce William J. Welch Memorial Scholarship Fund

- K. Arts Alive! Raymond R. Delaney Arts Recognition Award Scholarship Fund
- L. Louis J. Mitchell Scholarship Fund
- M. Flexible Spending Account
- N. Auerbacher Trust
- O. Government Premier Money Market Accounts
- P. Christopher Tanski Memorial Scholarship Account
- Q. Capital Reserve Money Market Account
- R. General Fund Reserves (unemployment, health care, tax certiorari, workers' compensation, bus, capital, debt reserve)
- S. Retirees' Health Reserve Money Market Account
- T. William A. Korn Scholarship
- U. General Scholarship Fund
- V. Debt Service Fund
- W. Debt Reserve Money Market

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #10A-W

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

11. RESOLUTION ESTABLISHING PETTY CASH FUNDS (Reference appendix #11A)

- A. Cafeteria Petty Cash Fund
- B. Rush-Henrietta Senior High School Ticket Sales Petty Cash Fund
- C. Continuing Education Program Petty Cash Fund
- D. Continuing Education Pool/Swim Program Petty Cash Fund

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #11A-D

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

12. AUTHORIZATIONS FOR OTHER FINANCIAL MATTERS (Reference appendices #12A, F, and M)

- A. Resolution authorizing the superintendent to transfer funds in accordance with Policy 6150
- B. 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
- C. 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
- D. Resolution authorizing wire transfer of state aid funds
- E. 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
- F. Resolution approving the Budget Preparation Calendar for the following school year's budget in accordance with Policy 6110, Budget Planning (6110-E.2)
- G. Resolution authorizing the compensation of Section V athletic officials
- H. Resolution authorizing the Assistant Superintendent of School Finance and Operations to correct errors on tax rolls up to \$2,500
- I. Resolution authorizing the Assistant Superintendent of School Finance and Operations, or designee, to certify all payrolls
- J. Resolution authorizing the treasurer and deputy treasurer to sign checks for the district and be able to use an electronic signature
- K. Resolution authorizing the superintendent and/or designee to authorize all overtime to be worked by employees of the district
- L. Resolution directing the superintendent and/or designee to use, for Affordable Care Act reporting purposes only, specified standardized hours for a full month's position which is paid on a stipend basis
- M. Resolution authorizing the district mileage reimbursement rate for the use of a personal vehicle while on authorized district business be established in accordance with Policy 6831

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #12A-M

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

13. DISTRICT DESIGNATIONS (Reference appendices #13A-G)

- A. 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
- B. Resolution regarding designation of an acting superintendent in the absence of the superintendent
- C. Resolution regarding designation of acting principals for the various schools of the district in the absence of the principals
- D. Resolution regarding designation of an acting school administrator at the Vollmer Learning Center
- E. Resolution designating an administrator to serve as the Section 504 coordinator in accordance with Policy 4323 (4323-R)
- F. Resolution designating an administrator to serve as district wellness coordinator in accordance with Policy 5405
- G. Resolution designating staff to accept service on behalf of the district in the absence of the school district clerk

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #13A-G

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

14. MISCELLANEOUS ITEMS (Reference appendices #14A-Q)

- A. Resolution approving district membership in organizations
- B. Resolution recognizing official school-related associations
- C. Resolution designating the date, time, and location of regular meetings of the board
- D. Resolution designating the official newspapers for advertising legal notices
- E. Resolution authorizing the superintendent to appoint employees to vacancies, which may occur between board meetings, subject to approval of the board
- F. 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.
- G. Approval of a fee schedule for the copying of records requested in accordance with Policy 1120 (1120-E.1)
- H. Approval of a fee schedule for the use of school facilities in accordance with Policy 1500 (1500-E.2)
- I. Approval of a fee schedule for professional services in accordance with Policy 4321.3 (4321.3-R, 4321.3-E)
- J. Resolution authorizing all Board of Education members to assist the president of the board in signing high school diplomas
- K. 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
- L. Approval of the list of members of CSE/CPSE for the school year
- M. Approval of the list of impartial hearing officers for the school year
- N. Resolution authorizing the superintendent, or designee, to enter into Memorandums of Agreement with various bargaining units
- O. Resolution authorizing the board president, superintendent, and school district clerk to execute contracts for health services provided to other school districts
- P. Resolution authorizing the superintendent, or designee, to approve construction change orders
- Q. Resolution authorizing the superintendent to sign/submit grant proposals

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #14A-Q

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

15. BOARD APPOINTMENTS (Reference appendices #15A, C-F)

- A. Administrative members to the Teacher Center Policy Board
- B. Continuation of board-established committees (Policy Committee and Finance & Audit Committee)
- C. Board members by the president of the board to various committees and/or positions
- D. Chairperson of the Arts Alive! Raymond R. Delaney Arts Recognition Award
- E. District Health and Safety Committee members
- F. Professional Development Advisory Committee members

MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #15A-F

MOVED: Mr. Bower

SECONDED: Mrs. Wickerham

MOTION CARRIED: 7-0

Board members reviewed the Board Appointments & Liaison list to decide who would represent what committee.

16. CLOSING OF MEETING

A. Adjournment

MOTION TO ADJOURN THE MEETING AT 6:27 P.M.

MOVED: Mr. Cook

SECONDED: Mrs. Smith

MOTION CARRIED: 7-0

Respectfully submitted,

Karen A. Flanigan

School District Clerk

Board Approved: August 11, 2015