

# RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT

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

## Board of Education

Diane E. McBride, President  
Pamela J. Reinhardt, Vice President  
Robert C. Bower  
Jean M. Chaudari  
Rosie B. Mitchell  
Sue A. Smith  
Phyllis P. Wickerham

### Meeting Minutes For: JANUARY 22, 2013

Ninth Grade Academy  
Diana "Dee" Strickland Conference Room  
2000 Lehigh Station Road  
Henrietta, New York

J. Kenneth Graham Jr., Ph.D., Superintendent of Schools  
Karen A. Flanigan, School District Clerk

*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.*

#### Others Present:

Mrs. Nerlande Anselme, Executive Director, Student and Family Services  
Mr. Stephen Barbeau, Assistant Superintendent, Human Resources and School Operations  
Mr. George DesMarteau, School Attorney  
Dr. J. Kenneth Graham Jr., Superintendent of Schools  
Mr. Andrew Whitmore, Executive Director, School Finance  
Mrs. Dina Wilson, Assistant Superintendent, Curriculum and Instruction

#### I. Call to Order

Mrs. McBride called the meeting to order at 6:02 p.m. Mrs. Mitchell and Mrs. Wickerham were absent.

Call to Order

#### II. Executive Session to Discuss the Superintendent's Mid-Year Review, Review of Pending Employee Grievances, an Appeal of a Student Suspension, and AARH Contract Negotiations

Executive Session

**MOTION TO ENTER EXECUTIVE SESSION AT 6:02 P.M. TO DISCUSS THE SUPERINTENDENT'S MID-YEAR REVIEW, REVIEW OF PENDING EMPLOYEE GRIEVANCES, AN APPEAL OF A STUDENT SUSPENSION, AND AARH CONTRACT NEGOTIATIONS**

**MOVED: Mr. Bower  
SECONDED: Mrs. Chaudari  
MOTION CARRIED: 5-0**

**MOTION TO EXIT EXECUTIVE SESSION AT 6:46 P.M.**

**MOVED: Mr. Bower  
SECONDED: Mrs. Chaudari  
MOTION CARRIED: 5-0**

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

Mrs. McBride reconvened the meeting at 6:57 p.m. The Pledge of Allegiance was recited. Introductions were not necessary as there were no guests in the audience. Mrs. Anthony, Mrs. Mitchell, and Mrs. Wickerham were absent. During agenda review Mr. Bower asked that item #6 of the personnel actions be voted on separately. Mrs. McBride presented Mr. Bower and Mrs. Smith with their NYSSBA Board Excellence Award-Level 2 certificates.

Reconvene Meeting

**2. Public Forum**

No one came forward to address the board.

Public Forum

**3. Consent Agenda Items for Routine Matters (Reference Appendices #3A-K)**

- A. Action pertaining to the award of bids:
  - 1. Offset paper
  - 2. Cooperative chassis parts
  - 3. Xerographic copy paper
- B. Action pertaining to the designation of Five Star Bank as an authorized depository for the Rush-Henrietta Central School District
- C. Action pertaining to the transfer of funds for the purchase of school security cameras
- D. Action pertaining to approval of new course proposals:
  - 1. Applied Science Technologies (Grade 8)
  - 2. Applied Music Technologies (Grade 8)
  - 3. Applied Art Technologies (Grade 8)
- E. Action pertaining to approval of a donation
- F. Action pertaining to approval of an overnight field trip
- G. Action pertaining to approval of an overnight field trip
- H. Action pertaining to approval of an overnight field trip
- I. Action pertaining to approval of an international field trip
- J. Action pertaining to approval of CSE/CPSE recommendations
- K. Action pertaining to approval of minutes of the Board of Education meeting(s):
  - 1. Minutes of the meeting of January 8, 2013

Consent Agenda

**MOTION PERTAINING TO ACCEPTANCE  
OF CONSENT AGENDA ITEMS #3A-K  
MOVED: Mrs. Smith  
SECONDED: Mrs. Chaudari  
MOTION CARRIED: 5-0**

Mr. Bower questioned the Natural Helpers' field trip being incomplete (expenses) and not containing Mrs. Wilson's signature. Mrs. Wilson provided an explanation and reviewed the memo that was included. She will sign the form.

**4. Action pertaining to approval of Personnel Actions (Reference Appendix #4)**

Personnel  
Actions

**MOTION PERTAINING TO APPROVAL  
OF PERSONNEL ACTIONS #1-5, 7-13  
MOVED: Mrs. Reinhardt  
SECONDED: Mrs. Smith  
MOTION CARRIED: 5-0**

**MOTION PERTAINING TO APPROVAL  
OF PERSONNEL ACTION #6  
MOVED: Mrs. Chaudari  
SECONDED: Mrs. Smith  
MOTION CARRIED: 4-0**  
*Mr. Bower abstained due  
to a conflict of interest.*

**5. Workshop: Vollmer Tutoring Center (Reference Appendix #5)**

Dr. Graham provided an overview. Mrs. Nerlande Anselme, executive director of Student and Family Services, and Mr. Curt Diesenberg, Alternative Education Services director, presented the workshop on the academic support center. Mrs. Anselme provided an overview of the

Workshop:  
Vollmer Tutoring  
Center

services available at the Vollmer Learning Center. Mr. Diesenberg said the Academic Support Center (ASC) serves students who are long term suspended and explained the tutoring portion for these students. He provided the history of the tutoring center and services offered and where it is today – social worker support, earlier re-entry back to school, stronger and more consistent instruction, and very involved assistant principals (weekly meetings with students, coordination with teachers, monitoring of requirements of student’s suspension, scheduling/facilitating re-entry meetings for students). Hours of operation are 11:30 a.m. to 3:30 p.m. Monday through Friday and the district provides bus service for the suspended students. Mr. Diesenberg also said Beth Patton, Senior High School principal, gets parents involved and helps with community services to support the students and their families.

**6. Workshop: BoardDocs Presentation (Reference Appendix #6)**

Laura Vautour of Emerald Data Solutions provided a webinar on BoardDocs (the paperless board packet). Discussion ensued. All board members would like to move forward with BoardDocs and a mobile lab in the board meeting room at the Ninth Grade Academy.

**Workshop:  
BoardDocs  
Presentation**

**MOTION TO SUPPORT THE PROPOSAL TO UTILIZE  
BOARDDOCS AS PART OF BOARD PROCEDURES**

**MOVED: Mr. Bower**

**SECONDED: Mrs. Reinhardt**

**MOTION CARRIED: 5-0**

**7. Workshop: Budget Development (Reference Appendix #7)**

Dr. Graham’s second update to the 2013-14 budget development process reflects changes from the last board meeting. Item VI-10 is a new item. Dr. Graham provided an explanation. He said the governor’s proposed budget is out, but he has not had a chance to study it. It does look like the district will be alright. He’s trying to understand the gap deficit reduction and it looks like we’ll get more money than anticipated. If there is a surplus this year, Dr. Graham explained his thought process on applying it to the assigned fund balance. Mr. Whitmore also added some information regarding the governor’s proposed budget.

**Workshop: Budget  
Development**

**8. Superintendent’s Report**

**A. Written Information (Reference Appendices #8A, 1-4)**

**1. Corporal Punishment Report**

This report is self explanatory and required by state law. There are no incidents to report.

**2. School Facilities Report (Part 155)**

This report is required by state law.

**3. Parent Engagement Report**

This report is self explanatory. Parents are very satisfied with efforts being made to keep them informed. Another survey (limited) will take place in the spring. Parents also are delighted with the website. Dr. Graham noted that the rates on the report are not satisfaction rates, but participation rates. The DPAC Parents Forum is being planned and has been moved to March this year. DPAC is adamant the forum should continue, but should not necessarily be about the satisfaction survey. New topics of discussion include college and career readiness and what parents want/need to know. The survey findings summary will be on the next board agenda.

**4. District Athletic Code of Conduct**

Dr. Graham thought board members would be interested in this and provided some background information.

**B. Oral Information**

There were no oral information items.

**Superintendent’s  
Report**

## 9. New Business (Reference Appendices #9A-D)

### A. Elmer Gordon Scholarship

The draft scholarship application, updated by Mrs. Reinhardt, and draft essay e-mailed to board members by Mrs. McBride, were discussed. The board would like Mrs. Flanigan to e-mail the new changes and Mrs. McBride's essay to the college and career center. Please forward interview question changes to Mrs. Reinhardt.

### B. Board Budget Quarterly Report

There were no questions. Dr. Graham said the board's annual operating budget can cover the computer and licensing start-up for BoardDocs, but a recommendation will need to come back to the board. A separate line item is needed for BoardDocs.

### C. Review Board Goals

The board goals were reviewed. Action items include:

- Goal 1C – Dr. Graham will ask Mr. Anderson, Office of Community Relations, to draft a letter inviting staff to present best practices at board meetings.
- Goal 2C – Dr. Graham will draft an alternative board evaluation document based on the board's practices. He also will touch base with Mrs. Wickerham and Mrs. McBride, who asked to be added to the responsibility of this goal.
- Goal 2F – Will revisit.
- Goal 3D – Mrs. Reinhardt will draft a legislative report for DPAC and send to board members to review (condensed version of minutes). Dr. Graham also suggested a letter in the Henrietta Post (board's column).
- Goal 4D – Dr. Graham will schedule a visit with Legislator Edward M. (Ted) O'Brien.
- Goal 5B – Mrs. McBride and Mrs. Smith will set a date to meet.

### D. NYSSBA/NSBA Presentation Proposals

The NSBA conference call for proposals will be out following the spring conference - end of April, beginning of May. NYSSBA's conference proposals are due Feb. 15. Discussion ensued. Mrs. McBride will submit a proposal for a new board member orientation presentation for next year's NYSSBA conference.

## 10. Board Member Reports

### A. MCSBA Legislative Committee (Jan. 9)

Mrs. Reinhardt e-mailed the meeting minutes to everyone. She asked board members interested in attending the Feb. 9 legislative breakfast to inform Mrs. Flanigan, who will handle registration. The meeting will be held at the R.I.T. Inn & Conference Center. She also mentioned the dates for the spring lobbying trip – March 25-26.

### B. MCSBA Board Presidents meeting (Jan. 9)

Mrs. McBride attended the meeting. She said the state-of-the-state address was the big topic prior to dinner. There also were conversations on unfunded mandates, security, and the governor's upcoming budget talk - what might/might not be said and how the tax cap is affecting smaller districts (possibly going under).

Dr. Graham reported that he and Mrs. McBride met with Bryan Buttram regarding his intention to continue as our BOCES representative. Mrs. McBride said they talked about things the district wanted him to look at for us and what we can do to help him. They also spoke about the board's new member orientation and that Mrs. McBride would be willing to attend a meeting and explain. Dr. Graham noted that Mr. Buttram has been a good advocate for the district.

## 11. Board Meeting Recap

- Board School Visit – Sherman Elementary School – 7:15 a.m. Thursday, January 24
- Finance & Audit Committee meeting – 8 a.m. Friday, January 25

- Mrs. Reinhardt will condense the legislative minutes and send to everyone for disseminating to parent groups
- Add possible NSBA proposal presentation to the agenda for the first meeting in May
- MCSBA Legislative Breakfast meeting – 9 a.m. Saturday, February 9
- Spring Lobbying Trip – March 25-26
- Mrs. McBride will submit a presentation proposal to NYSSBA for Fall 2013

## 12. Adjournment

Adjournment

**MOTION TO ADJOURN THE MEETING AT 9:03 P.M.**  
**MOVED: Mrs. Reinhardt**  
**SECONDED: Mr. Bower**  
**MOTION CARRIED: 5-0**

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: February 12, 2013*