

# 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: FEBRUARY 12, 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  
Mrs. Denise Anthony, Assistant Superintendent, Quality Assurance and Community Relations  
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 6:03 p.m.

Call to Order

#### II. Executive Session to Discuss Personnel Matters Regarding AARH Contract Negotiations and Exempt Salary Compensation

Executive Session

**MOTION TO ENTER EXECUTIVE SESSION AT 6:03 P.M.  
TO DISCUSS PERSONNEL MATTERS REGARDING  
AARH CONTRACT NEGOTIATIONS AND  
EXEMPT SALARY COMPENSATION**

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

**MOTION TO EXIT EXECUTIVE SESSION AT 7:23 P.M.**

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

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

Mrs. McBride reconvened the meeting at 7:30 p.m. The Pledge of Allegiance was recited and introductions were done. There were no changes or additions to the agenda. Mrs. McBride made the following presentations: Mrs. Wickerham – NYSSBA Board Excellence Award certificate and pin, Mrs. Mitchell – NYSSBA certificate for completing New York State Mandated GOV 101: Essential of School Board Governance Online, and Mrs. Chaudari – NYSSBA Board Mastery Award certificate and pin.

Reconvene Meeting

**2. Board Member Report from Student Representative(s)**

Naomi Campbell’s student representative report was read by the school district clerk as Ms. Campbell had to leave for a school event. The report included information about the girls/boys basketball teams – getting ready for sectionals and senior night; Link Crew; music events – concerts, trip to Disney, and Martin Luther King choir performance to senior citizens; sophomore class chocolate fundraiser; senior meeting regarding graduation; African American Leadership League (AALL) heritage celebration at 7 p.m. Feb. 28; student council Valentine’s Day rose sale; and the club of the month. She also noted two facts relating to Black History Month.

Student Representative(s)

**3. Public Forum**

No one came forward to address the board.

Public Forum

**4. Consent Agenda Items for Routine Matters (Reference Appendices #4A-K)**

- A. Report of bills audited and paid during January 2013
- B. Action pertaining to acceptance of the December treasurer’s report and January budget transfers
- C. Action pertaining to payment of a refund of taxes in the town of Henrietta due to an Order and Stipulation, which resulted in an assessment reduction for Wendy’s Restaurants, LLC for tax year 2012-13 on tax account numbers 161.08-1-9, 149.20-2-20.1, and 175.03-1-3.2
- D. Action pertaining to payment of a refund of taxes in the town of Henrietta due to an Order and Stipulation, which resulted in an assessment reduction for Tower Investments, Inc. for tax year 2010-11 on tax account number 174.03-2-1.1
- E. Action pertaining to the signing of a Facilities Use Contract with St. John Fisher College
- F. Action pertaining to ratification of a collective bargaining agreement with the Administrators’ Association of Rush-Henrietta (AARH)
- G. Action pertaining to approval of a donation
- H. Action pertaining to approval of an overnight field trip
- I. Action pertaining to approval of CSE/CPSE recommendations
- J. Action pertaining to acceptance of minutes of the Finance & Audit Committee meeting:
  - 1. Minutes of the meeting of January 25, 2013
- K. Action pertaining to approval of minutes of the Board of Education meeting(s):
  - 1. Minutes of the meeting of January 22, 2013

Consent Agenda

**MOTION PERTAINING TO ACCEPTANCE OF CONSENT AGENDA ITEMS #4A-K**

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

Mrs. Wickerham had a question regarding the donation. The fund does exist and was set up before the new policy was put in place. Mrs. Reinhardt commented on the footnotes of the financial report (general fund revenue), saying it would be helpful to have them on all pages of the report. Mr. Whitmore will take care of this.

**5. Action pertaining to approval of Personnel Actions (Reference Appendix #5)**

Personnel Actions

**MOTION PERTAINING TO APPROVAL OF PERSONNEL ACTIONS**

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

**6. Action pertaining to acceptance of External Audit Reports (Reference Appendices #6A-C)**

- A. Action pertaining to acceptance of the auditor’s Single Audit Report for year ended June 30, 2012
- B. Action pertaining to acceptance of the auditor’s Extraclassroom Activity Funds Financial Report for year ended June 30, 2012
- C. Action pertaining to acceptance of Rush-Henrietta’s Extraclassroom Activity Audit Corrective Action Plan

**MOTION PERTAINING TO ACCEPTANCE OF THE EXTERNAL AUDIT REPORTS #6A-C  
 MOVED: Mrs. Smith  
 SECONDED: Mrs. Wickerham  
 MOTION CARRIED: 7-0**

Mr. Ray Wager, external auditor, was in attendance to review the external audit reports. He said there were no findings in the single audit (federal compliance) and that it was a good, positive report. He said the student fund is a challenge to audit and run, but this last year we’ve made more progress than in any other year. He said we’re on the right track and don’t want to lose our momentum. There are still some comments for areas needing improvement, but of the 18 noted items, we were better in our accounting than last year. Mr. Wager said part of the extraclassroom report is the corrective action plan and that we also are on the right track. Overall, the district finances are excellent. There were no questions or concerns. Mrs. Smith thanked Mr. Whitmore for all of his hard work in the progress that has been made.

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

Dr. Graham provided a budget development status report, saying there were not a lot of new items to discuss. He highlighted the changes and commented that this is the first time in five years the district has been able to talk about building our budget back and not making cuts. Mr. Whitmore shared information coming from school business officials and said the district’s increase of 2.4 % is looking ok and puts Rush-Henrietta in the middle of Monroe County school districts. Dr. Graham said we’re not expecting too much from now until the community forum and the February Budget Advisory Council (BAC) meeting would be cancelled.

Mrs. Wickerham had questions regarding the technology fund. Dr. Graham provided an explanation. He believes our next challenge will be less money for equipment/hardware and more for the infrastructure. He explained that an outside group will be brought in to look at our security protocols across the board to tell us if we’re doing too much, too little, or just enough. Mrs. Wickerham asked if we’d be alright with all the testing and Dr. Graham said he’s been told we will. He provided some more input as far as possible expenses, keeping a bigger infrastructure up-to-date, and paying closer attention to the infrastructure budget. Mr. Barbeau also provided some input.

**8. Workshop: Space Committee Report – Part II (Long-Term Options) (Reference Appendix #8)**

Dr. Graham prefaced Mrs. Anthony’s report by saying it had to do with long-term space planning parameters. Mrs. Anthony reviewed the 2012-13 classroom space recommendations. She said there’s one need (long range space option) and one opportunity and that she is very concerned about classroom space at Leary and Fyle in about three years. She said the Space Committee looked at feedback from eight buildings and she reported the findings. Mrs. Anthony said Space Committee members are reacting to numbers and there’s a lot more research that needs to be done. If time is spent conducting more studies, she asked the board what areas they would like to study. Discussion ensued. Dr. Graham thanked Mrs. Anthony

for her work on this project. He reviewed some of the space options and said with board members' ok, his intent is to go into a pre-design phase for two options. He is thinking about bringing something back to the board in the spring. He asked for the board's guidance and said there are things we can do short term, but we need a long-term plan. Board members would like Dr. Graham to move forward.

#### **9. Workshop: Board Self-Evaluation Tool (Reference Appendix #9)**

Dr. Graham explained how he obtained the information included in the board packet. He said what he started with and what he ended with were two different things. He said there's no doubt in his mind that the Minnesota school board's model was the best; Oregon was his second choice. Dr. Graham's recommendation would be to sit down with a subcommittee to review the frameworks and return to the full board with a list of two or three options. He also said one of the frameworks linked board goals to the board self-evaluation and thought this would be a good idea. Mrs. Wickerham is currently listed on the board goal and Mrs. Smith is willing to help. Dr. Graham will schedule a meeting with the two board members.

**Workshop: Board  
Self-Evaluation  
Tool**

#### **10. Superintendent's Report**

##### **A. Written Information (Reference Appendices #10A, 1-5)**

###### **1. Board of Education Letter to Staff**

Dr. Graham shared the letter inviting staff members to present their best practices at a school board meeting, which meets one of the board's goals. The letter is posted on the staff intranet. He's talked with principals about getting the word out and about filtering the requests.

###### **2. Medicaid Expenses Reimbursement Report**

Dr. Graham said this is the summary of a problem he and Mr. Whitmore brought to the board's attention three to four years ago. He explained. He said if we're being fully reimbursed, it would continue to be worthwhile to submit/file. This year, we are getting the money. As long as money is still coming in, his recommendation is to continue to file. He said we're sticking with the high revenue reporting areas. Mr. Whitmore provided further explanation and said on paper, it makes sense to move forward. Mrs. Reinhardt said she is concerned about the loss of instruction time spent on teacher notes and reporting (7 minutes per session).

###### **3. Parent Satisfaction Survey - Findings**

Dr. Graham said this is a school-by-school, item-by-item breakdown. He said the parent comments would be sent to schools tomorrow to be shared with parent leaders for planning purposes.

###### **4. Parent Satisfaction Survey - Summary**

Dr. Graham explained the new format he is using to report on the findings of the parent satisfaction survey.

###### **5. Parent Leadership Forum**

Dr. Graham explained the plan for this year's Parent Leadership Forum to be held at 7 p.m. Thursday, March 7, at the Transportation and Operations Center. He said the forum is usually used to discuss the parent survey results, but the only things that would be discussed are school-specific issues and it's not a good use of district time. Instead, this year's topic will be geared toward helping parents learn more about college and career readiness.

##### **B. Oral Information**

###### **1. Professional Growth Fellowship Applications**

There were no requests this year.

**Superintendent's  
Report**

Other oral information items included:

- The town of Henrietta's concern about crossing guard schedule changes. Michael Paladino, the new district safety coordinator, and Mrs. Anselme, executive director for Student and Family Services, will be the contacts.
- Dr. Graham setting up a meeting with Senator Patrick Gallivan and trying to do the same with Legislator Edward (Ted) O'Brien. Assemblymen Harry Bronson and Joseph Morelle were not setting up personal meetings.
- February 21 being the application deadline for the two administrative vacancies (Crane principal and special education coordinator).
- Dr. Graham being in California for 10 days – vacation and AASA Conference. If you need him, please call or e-mail.

## **11. New Business (Reference Appendix #11A)**

- A. Claims Auditor Quarterly Report  
There were no questions or concerns.

## **12. Board Member Reports**

- A. MCSBA Information Exchange Committee (Jan. 23)  
Mrs. Mitchell and Mrs. Wickerham did not attend. Mrs. Wickerham is no longer able to attend these meetings. Mrs. Mitchell will be attending tomorrow's meeting.
- B. Budget Advisory Council (Jan. 28)  
Mrs. Smith attended and said they reviewed the budget.
- C. MCSBA Labor Relations Committee (Jan. 30)  
Mr. Bower was unable to attend. Mr. Barbeau said Jody Siegle, executive director of the Monroe County School Boards Association, spoke about personnel reductions as a result of the 2 percent cap. He said they looked at self-supplied data from school districts throughout Monroe County and there were a fair number of positions eliminated and a significant increase in student enrollment.
- D. MCSBA Legislative Committee (Feb. 6)  
Mrs. Reinhardt will forward the minutes. She also will provide a brief summary for board members to use.
- E. MCSBA Executive Committee (Feb. 6)  
Mrs. McBride and Dr. Graham attended. Mrs. McBride said the school safety paper that was part of the legislative breakfast was approved at this meeting. They also discussed a letter to Commissioner King, talked about the budget, and communication about the banner they want to display at the airport. Dr. Graham provided some background information about the banner and said it was about promoting public education in Monroe County and that it's a general goodwill promotional piece. They also had a discussion about the MCSBA executive director and her annual evaluation.
- F. District Parent Advisory Council (Feb. 7)  
Mrs. Wickerham said she didn't have much to add, but that during the bring-and-share, there was a comment from one middle school about Mrs. Wilson's presentation being watered down. A couple of buildings said the same thing. Dr. Graham explained how they came to the paired down parent presentation from the 1.5 hour DPAC presentation. Dr. Graham, Mrs. Anthony, and Mrs. Wilson will be announcing a video next month containing the part of the presentation that was cut out.
- G. MCSBA/State Legislators' Breakfast (Feb. 9)  
Mrs. Reinhardt said pretty much everyone was in attendance. She said the budget will be early this year (March 22). Discussion ensued. Mrs. Wickerham was impressed with Assemblyman David Gantt's representative who was in attendance. Mr. Bower was disappointed that more legislators were not in attendance.

New Business

Board Member  
Reports

**13. Board Meeting Recap**

- Bring documents from tonight’s executive session to the Feb. 26 board meeting as discussion will continue.
- Follow-up regarding space alternatives
- There will be a subcommittee (Mrs. Wickerham, Mrs. Smith) to evaluate board evaluation tools.
- Parent Partnership Forum – 7 p.m. Thursday, March 7, Transportation and Operations Center
- Agenda setting – 8 a.m. Friday, February 15

Meeting Recap

**14. Adjournment**

**MOTION TO ADJOURN THE MEETING AT 9:10 P.M.**

**MOVED: Mr. Bower**

**SECONDED: Mrs. Reinhardt**

**MOTION CARRIED: 7-0**

Adjournment

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: February 26, 2013*