

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: MARCH 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 6:31 p.m.

Call to Order

II. Executive Session to Discuss Personnel Matters Regarding Exempt Salary Compensation

Executive Session

**MOTION TO ENTER EXECUTIVE SESSION AT 6:31 P.M.
TO DISCUSS PERSONNEL MATTERS REGARDING
EXEMPT SALARY COMPENSATION**

MOVED: Mrs. Chaudari

SECONDED: Mrs. Mitchell

MOTION CARRIED: 6-0

Mrs. Wickerham arrived at 6:32 p.m.

MOTION TO EXIT EXECUTIVE SESSION AT 7:13 P.M.

MOVED: Mr. Bower

SECONDED: Mrs. Reinhardt

MOTION CARRIED: 7-0

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

Mrs. McBride reconvened the meeting at 7:18 p.m. The Pledge of Allegiance was recited and introductions were done. There were no changes to the agenda and no announcements.

Reconvene Meeting

2. Board Member Report From Student Representative(s)

Naomi Campbell said the Feb. 28 African-American Leadership League (AALL) black history celebration went well. She gave a special thanks to Dr. Graham and Mrs. McBride for attending the event. She said the boys' and girls' basketball teams lost in sectionals, spring

Student Representative(s)

sports are starting, the seniors' 100-day celebration is tomorrow, the spring musical ("Evita") will be held March 21-23, and senior caps/gowns have been ordered.

3. Public Forum

No one came forward to address the board.

Public Forum

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

Consent Agenda

- A. Report of bills audited and paid during February 2013
- B. Action pertaining to acceptance of the January treasurer's report and February's 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 Capitol BC Restaurants LLC, dba Bugaboo Creek Restaurant, for tax years 2011 and 2012, on tax account number 162.09-1-5
- D. Action pertaining to payment of interest on 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. The refund was previously paid.
- E. Action pertaining to acceptance of the proposed licensing agreement with Pel Industries, Inc. for the right to produce and sell apparel with the Rush-Henrietta logo
- F. Action pertaining to acceptance of the following change orders:
 - 1. #GC-004 – Allied Builders, Inc. – CIP 2011 Phase 3 - \$16,264.00
 - 2. #GC-005 – Allied Builders, Inc. – CIP 2011 Phase 3 - \$9,977.00
 - 3. #GC-006 – Allied Builders, Inc. – CIP 2011 Phase 3 - \$7,314.00
- G. Action pertaining to approval of the 2013 Arts Alive, the Raymond R. Delaney Arts Recognition Award selection committee and the scholarship award of \$500
- H. Action pertaining to approval of an overnight field trip
- I. Action pertaining to approval of CSE/CPSE recommendations
- J. Action pertaining to approval of minutes of the Board of Education meeting(s):
 - 1. Minutes of the meeting of February 26, 2013

**MOTION PERTAINING TO ACCEPTANCE
OF CONSENT AGENDA ITEMS #4A-J
MOVED: Mrs. Wickerham
SECONDED: Mrs. Chaudari
MOTION CARRIED: 7-0**

Mrs. Reinhardt wanted to know if a non-exclusive contract would affect other retailers selling district apparel (Item #4E). Discussion ensued. Mr. DesMarteau will look into trademarking the district logo.

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. Wickerham
MOTION CARRIED: 7-0**

Mr. Bower asked what sort of vetting process the district goes through to check the character of volunteers working for sports teams. Mr. Barbeau provided an explanation for all volunteers. Dr. Graham recognized tonight's three tenure recipients – Mrs. Anselme, Mr. Whitmore, and Mrs. Wilson.

6. District Policies, Regulations, and Exhibits (Reference Appendices #6A-E)

First Read:

- A. Regulation 4200-R – Curriculum Development Regulation
- B. Policy 4240 – Curriculum and Instructional Planning
- C. Regulation 4311.1-R – Display and Salute of the Flag Regulation
- D. Regulation 5200-R – Cocurricular and Extracurricular Programs
- E. Regulation 5800-R – Donations for Scholarships

The policy and regulations were reviewed. They will be brought back to the March 26 board meeting for a second read and action.

7. Workshop – Budget Development (Reference Appendices #7A-G)

A. Budget Development Report

Dr. Graham highlighted changes to the report.

- Section VI–The governor’s minimum wage rate increase proposal is still in the air.
- Section IX–We’re up to nine retirements.
- Additional Considerations
 - We have the capacity to absorb the federal sequestration money.
 - TRS verification can be taken off the list.
 - Middle School Program Improvement Grant – We’ve been assured by the governor’s office that we will get it for all three years.

B. Recommended Budget

Dr. Graham reviewed his recommended budget and answered a question regarding pensions asked by Mrs. Reinhardt. He said the budget is educationally sound and fiscally responsible. Mr. Bower asked for a handout that includes the prior year’s proposed v. actual tax rate increase. Dr. Graham said his handout usually includes a table with a five-year history.

C. Tax Levy Cap

Mr. Whitmore walked board members through the tax levy cap calculation document. He said the prior year levy (Line 1 - \$65,684,973) is what we would revert to if the budget does not pass. Dr. Graham asked if the unused levy could be used in future years. Mr. Whitmore said we are under the levy cap because we did not utilize all of our pension exclusion. Unused exclusions cannot be carried forward.

D. Recommended Propositions

Proposition #1 is straight forward. The wording will change in Propositions #2 and #3. Mr. Whitmore and Mr. DesMarteau will finalize the propositions.

E. Fund Balance Projection

Mr. Whitmore reviewed the document saying it is an estimate of the district’s fund balance at year end; first estimate of where we think we’re coming in. Dr. Graham said he would like to get the \$3 million applied fund balance down to a lower number.

F. Reserve Fund Balances

Mr. Whitmore reviewed the reserve utilization forecast saying the chart shows the district has been slowly using its reserves the last few years, but they will grow a little this year. He explained that we have roughly \$1.9 million in tax certiorari open cases, so recommends increasing the tax certiorari reserve. Dr. Graham said the good news is that our projection is to get through this year without taking money from the reserve fund. He said we’re still in a pretty good fiscal position with the exception of the tax certioraris. Mrs. Reinhardt inquired about retirement funding. Mr. Whitmore provided an explanation saying we are not fully funding it at this time. Mrs. Smith likes the retirement account versus GASB 45 and the fact that we’re fully funded. Dr. Graham said decisions are not needed tonight.

G. Board’s Budget Presentation Schedule

Dr. Graham discussed the board’s budget for 2013-14. He said the fee for BoardDocs has been transferred from the board’s travel code and will fall under BOCES.

District Policies

Workshop –
Budget Development

However, there are other BOCES codes the money could be transferred from, which would not be a reduction to the board travel budget. He mentioned board member travel expenses needed for next year's state conference (minimal - in Rochester) and national conference (in New Orleans). He said the board may find themselves constrained in a couple of years and would want to revisit this again next year. Board members were in agreement.

Dr. Graham would like board members to check with their school parent groups to confirm the date selected for their budget presentation. Mrs. Reinhardt believes Crane Elementary School would like to move their date to May and will confirm with them. Dr. Graham invited board members to join him at the Rotary presentation and said the Community Budget Forum will be held at 7 p.m. Thursday, March 21.

8. Superintendent's Report

A. Oral Information

1. Parent leadership forum – Parent survey data was reviewed. Due to concerns expressed at the DPAC meeting regarding not receiving the survey comments, redacted comments were provided to schools to be shared with parents. Mrs. Wilson talked with elementary parents, reviewed available resources, and discussed how to disseminate and streamline the information to parents. Mrs. Anthony and Mrs. Anselme spoke with secondary parents about what rigor means in the course schedule, freshman year expectations, how course selections made in high school affect students down the road, and the Naviance system. There is a lot of work to do around parent communication. They believe parents saw the reality part of it and learned a lot. Dr. Graham said we received affirmation that we're on the right track.
2. Common core learning standards – The state Education Department is adamant we be proactive about letting parents know we should expect a decline of passing rates in the 20-25% range. Conversations have begun with school administrators and will continue with parents, teachers, and students. More work will be done in this area. Dr. Graham spoke of a state Education Department document, "Implementing the Common Core," and will include it in an upcoming board packet as he feels it would be very helpful for board members.
3. Parent concern – A board member was approached by a parent regarding a concussion protocol concern. Mrs. Anselme provided an explanation and overview of the district's protocol.
4. Board meeting "best practice" presentations – Dr. Graham asked for clarification from board members regarding staff members wanting to make a presentation to the board. It was determined that a "best practice" was something being done to advance a district priority or something that is being done as well or better than any other place you may see it throughout the county (celebratory practice).
5. Call from governor's office – Dr. Graham received notice that Rush-Henrietta received the second largest award for fiscal efficiency in the state (a three-year grant). The district will need to report each year about how it's reporting board efficiency. Board members thanked Mr. Whitmore for submitting this grant proposal.
6. NYS Superintendents (NYSCOSS) Mid-Winter Conference Report – Dr. Graham explained that the conference has been truncated (Sunday afternoon to Tuesday morning), with the hopes of getting districts to lobby Tuesday afternoon. He attended the kickoff presentation on the "Visible future," by T. C. Roekle, a motivational speaker on educational leadership, and got a first look at a common core document where he got examples and did an actual test item, which will be on the 2014 Regents exam. He thinks the questions are good, but understands why we'll see a 20 percent decline. He said Commissioner King had a more positive spin on his message and made it clear new standards need a whole new set of protocols. He came across as really trying to lead the public education sector forward and put all comments about

**Superintendent's
Report**

all work we need to do in a context that we have fewer resources to do them with. Dr. Graham also attended a session on Teachscape.

9. New Business

A. Board Budget for 2013-14

The board's 2013-14 budget was discussed in Item #7G.

10. Board Member Reports

A. MCSBA Labor Relations Committee (Feb. 27)

Mr. Bower said the topic was about the state of negotiations. He provided a comment from one school district not having a contract for three years, but there still being a spirit of cooperation. Also, a speaker from BOCES talked about how information is gathered and disseminated. Mr. Bower said it was a brief, but informative meeting.

B. MCSBA Legislative Committee (March 6)

Mrs. Reinhardt will forward the minutes. She said committee members did some role playing to prepare for the Albany lobbying trip taking place Monday and Tuesday.

C. DPAC – Parent Partnership Forum (March 7)

Although the Parent Partnership Forum had been discussed during Dr. Graham's oral information report, Mrs. Smith said she found the high school discussion to be very interesting and said the group came up with some good options to work on. Mr. Bower thought it was very well done and that parents were actively involved. In regard to the elementary discussion, Mrs. Wickerham cautioned that some parents do not have access to modern technology and still believes the personal touch and a contact person are important. Mr. Bower suggested "Engage NY" as a good board workshop.

D. NYSSBA State Issues Conference (March 10-11)

Mrs. Reinhardt is unaware of anyone attending. She said there's a need to separate the two trips (state issues conference and MCSBA lobbying trip) if we want people to attend both conferences.

11. Board Meeting Recap

- Mr. DesMarteau will look into trademarking the district logo.
- Mr. Whitmore and Mr. DesMarteau will finalize the propositions.
- Board members will confirm the budget presentation date with their respective school(s).
- Community Budget Forum – 7 p.m. Thursday, March 21
- April board meeting – Look at SED's "Implementing the Common Core" document.
- Add "Engage NY" as an upcoming board workshop.
- District Quarterly Policy Review – March 26 board meeting
- Thursday, March 14 – Youth Hall of Fame dinner

12. Adjournment

MOTION TO ADJOURN THE MEETING AT 8:51 P.M.

MOVED: Mrs. Wickerham

SECONDED: Mrs. Smith

MOTION CARRIED: 7-0

Respectfully submitted,

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

New Business

Board Member Reports

Meeting Recap

Adjournment