

# 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: MAY 14, 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 Staff on Performance Improvement Plans, and Selective Issues Regarding Individuals Eligible for Administrative Tenure and Administrative Appointments**

Executive Session

#### **MOTION TO ENTER EXECUTIVE SESSION AT 6:31 P.M. TO DISCUSS STAFF ON PERFORMANCE IMPROVEMENT PLANS, AND SELECTIVE ISSUES REGARDING INDIVIDUALS ELIGIBLE FOR ADMINISTRATIVE TENURE AND ADMINISTRATIVE APPOINTMENTS**

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

#### **MOTION TO EXIT EXECUTIVE SESSION AT 7:03 P.M.**

**MOVED: Mrs. Wickerham  
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 7:09 p.m. The Pledge of Allegiance was recited and introductions were done. During agenda review, Mrs. McBride added one item under New Business – BoardDocs (#9B). There were no announcements.

Reconvene Meeting

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

Naomi Campbell reported on AP exams (began last week and will be completed this week), the Junior Prom (held last Saturday, everyone looked good and had a nice time), the faculty basketball game (Friday, money raised will be donated to African American Leadership League’s support the troops care package drive), AALL BBQ (Saturday/Sunday, money raised will be used to ship care packages overseas), Senior Ball (in two weeks at Eagle Vale Country Club), Spring concerts (May 20 to June 4), and the Royal Comet Dinner (June 5).

**Student Representative(s)**

**3. Public Forum**

There was no one in attendance.

**Public Forum**

**4. Final Public Hearing on the Proposed 2013-14 Budget**

Mrs. McBride opened and closed the final public hearing on the proposed 2013-14 budget as there were no comments.

**Final Public Hearing on Proposed 2013-14 Budget**

**5. Consent Agenda Items for Routine Matters (Reference Appendices #5A-K)**

- A. Report of bills audited and paid during April 2013
- B. Action pertaining to acceptance of the March treasurer’s report and April budget transfers
- C. Action pertaining to the award of bids:
  - 1. Art supplies
  - 2. Custodial supplies
  - 3. Fresh pizza
  - 4. Newsletter printing
  - 5. Xerographic paper
  - 6. Calendar printing
  - 7. Letterhead printing
  - 8. Envelope printing
  - 9. Carbonless forms printing
  - 10. Technology supplies
- D. Action pertaining to acceptance of the following change order:
  - 1. #HVAC-002 – Bell Mechanical Contractors, Inc. – Sperry - \$8,214.00
- E. Action pertaining to acceptance of a Rochester Medical Transportation contract for transportation services and submission of the contract to the State Education Department
- F. Action pertaining to acceptance of the Rush-Henrietta Central School District Risk Assessment Report for the fiscal year ended June 30, 2013, from EFP Rotenberg, LLP
- G. Action pertaining to appointment of an election inspector for the May 21, 2013 election
- H. Action pertaining to approval of a donation
- I. Action pertaining to approval of CSE/CPSE recommendations
- J. Action pertaining to approval of minutes of the Finance & Audit Committee meeting:
  - 1. Minutes of the meeting of May 3, 2013
- K. Action pertaining to approval of minutes of the Board of Education meeting:
  - 1. Minutes of the meeting of April 23, 2013

**Consent Agenda**

**MOTION PERTAINING TO ACCEPTANCE  
OF CONSENT AGENDA ITEMS #5A-K  
MOVED: Mrs. Wickerham  
SECONDED: Mr. Bower  
MOTION CARRIED: 7-0**

Mrs. Mitchell stated that her name should be added as being present at the Finance & Audit Committee meeting (Agenda Item #5J-1) and she made a correction to the board meeting minutes (Agenda Item #5K-1; Page 4, Item #8B, paragraph 2, sentence 3 –“Ready” should be “Reading”).

**6. Action pertaining to approval of Personnel Actions (Reference Appendix #6)**

Personnel  
Actions

**MOTION PERTAINING TO APPROVAL  
OF PERSONNEL ACTIONS #1-3, 5-26  
MOVED: Mrs. Reinhardt  
SECONDED: Mrs. Smith  
MOTION CARRIED: 7-0**

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

There was an addition to the personnel actions (Item #26). Mrs. Chaudari asked that item #4 be voted on separately due to a conflict of interest.

**7. Workshop – Five-Year Capital Projects Plan (Reference Appendices #7A-B)**

Workshop –  
Five-Year Capital  
Projects Plan

- A. Action pertaining to approval of the Five-Year Capital Improvement Program 2013-2017  
Mr. Ken Nelson, School Facilities director, and Mr. David Kaye, district architect, highlighted the Five-Year Capital Improvement Program 2013-2017.

**MOTION PERTAINING TO APPROVAL OF THE FIVE-  
YEAR CAPITAL IMPROVEMENT PROGRAM 2013-2017  
MOVED: Mrs. Wickerham  
SECONDED: Mrs. Smith  
MOTION CARRIED: 7-0**

- B. Action pertaining to approval of capital improvements 2013-2015

Mr. Kaye provided an overview of this document by year. He reviewed the money that has been set aside in 2014 for upgrades/renovations, pending the outcome of the May 2013 budget vote, and the upgrades/renovations for 2014, pending the outcome of the May 2014 budget vote. He said the five-year plan includes some long-range plans. Mrs. Reinhardt asked about having a spreadsheet available for large capital project change orders so board members can see what the total contract prices are. Mr. Kaye has a spreadsheet he can give to Mr. Whitmore. Mrs. Smith asked about the timeline for the conference room addition. Mr. Kaye said the project should go out to bidders in May, with the opening of bids in June, and construction to start in July. Mrs. Reinhardt asked about the length of the project. Mr. Kaye said it would be a six- to eight-month project. Mr. Kaye said he appreciates the board's support. Mr. Bower stated how the board appreciates the document that is provided and how helpful it is. Board members would like to schedule a tour of recent renovations/capital project work. The superintendent will schedule.

**MOTION PERTAINING TO APPROVAL OF  
CAPITAL IMPROVEMENTS 2013-2015  
MOVED: Mr. Bower  
SECONDED: Mrs. Mitchell  
MOTION CARRIED: 7-0**

**8. Superintendent's Report**

**A. Written Information (Reference Appendices #8A, 1-2)**

1. District Priorities – 3<sup>rd</sup> Quarter Report

Dr. Graham explained some new formatting changes made to the document. He reviewed the document with board members and said there's now a tight alignment between district and school improvement plans. Mr. Bower noted a misprint in the last sentence of the document (2014 should be 2013).

2. R-H Alumni Council Report

Mrs. Wickerham asked how people can be added to the alumni list. Mrs. Anthony provided an explanation and also said seniors receive information about it and instructions on how to register. Mrs. Anthony said there's 5,300 alumni currently on our site and that the Facebook page is very active.

**B. Oral Information**

Dr. Graham provided three good news items: (1) R-H Singers received a Level VI Gold with Distinction rating for their performance at the NYSSMA Major Organization Festival on April 24, the top honor given to an ensemble at the state level and the sixth consecutive time they have received this rating under the direction of Christine Sargent; (2) Spotlight Theatre's production of "Evita" garnered 10 awards and recognitions at the 15<sup>th</sup> Annual Stars of Tomorrow Gala celebration on May 2; and (3) Rush-Henrietta cracked the top 2,000 of *Newsweek's* rankings at 1,293. The ratings have a lot to do with students completing AP courses.

School report cards were released. Dr. Graham e-mailed board members. He said we're in great shape in almost every area except ELA students with disabilities at the district level and Roth. The district is appealing. Mrs. Anthony provided an explanation of the appeal going to the State Education Department. She said there are different definitions about growth and conflicting formulas used and they should not contradict when using the same data. She also said the district has a right to know how the information was calculated. She gave kudos to Mrs. Zeh, Roth Middle School principal.

Dr. Graham talked about trying to reach out to students with academic intervention needs. Mrs. Anselme explained that Burger and Roth middle schools, in collaboration with Monroe #1 BOCES, would be offering a Career Technical Education exploration session this summer for current 7<sup>th</sup> and 8<sup>th</sup> grade students. Students selected for the program have been identified as high risk. They are Tier II and III students who will be enrolled in summer school AIS.

The Budget Vote is scheduled for Tuesday, May 21.

**9. New Business**

**A. 2013-14 Calendar (Reference Appendices #9A, 1-2)**

1. Board meeting dates

Dr. Graham would like to move Nov. 12 to Nov. 5 and Nov. 26 to Nov. 19. Board members were in agreement with the changes.

**MOTION TO ADOPT THE 2013-14 BOARD MEETING DATES, INCLUDING TWO DATE CHANGES**

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

2. Text pages

Please get any changes to Mrs. Flanigan as soon as possible.

New Business

B. BoardDocs

Training for the iPads is scheduled for the May 28 board meeting. BoardDocs training is scheduled for 6 to 7 p.m. June 4 (an extra meeting). Mrs. McBride said we're looking at the fall for possible implementation.

**10. Board Member Reports**

A. MCSBA Labor Relations Committee (April 24)

Mr. Bower forwarded the minutes. He said the meeting was very interesting. It was an open discussion led by Ron Mendrick, a former Monroe County School Boards Association board member, who also is an attorney. The committee talked about things like implementation and improvement plans. He said there's quite a disparity in terms of preparedness and there's distinct levels in the levels of cooperation between teachers and administrators. In general, everyone adopted the one-year plan and then will go to renegotiations.

B. MCSBA Executive Committee (April 24)

Mrs. McBride was unable to attend.

C. MCSBA Legislative Committee (May 1)

Mrs. Reinhardt forwarded the minutes. She said the committee chose not to have spring meetings with the legislators and talked about keeping legislators involved. The committee will reconvene in the fall.

D. DPAC (May 2)

Mrs. Chaudari was unable to attend.

E. MCSBA Steering Committee (May 8)

Mrs. Reinhardt said the meeting was cancelled. Mrs. Chaudari commented on there being no one, other than the two candidates, in attendance for Board Candidates' Night.

F. Board Evaluation Committee

Mrs. Smith reported that the committee had gone through a first pass of some evaluation instruments and consolidated the ones that seem best to fit criteria identified. The next step will be to look at items they want to add. The group is scheduled to meet next week. Dr. Graham said they should have something by June.

Board Member Reports

**11. Board Meeting Recap**

- The student/faculty basketball game is scheduled for May17.
- Training for the iPads is scheduled for the May 28 board meeting.
- BoardDocs training is scheduled for 6 to 7 p.m. June 4.
- The Henrietta Memorial Day Parade is this week.
- The board retirement dinner and the budget vote results will take place Tuesday.

Meeting Recap

**12. Adjournment**

**MOTION TO ADJOURN THE MEETING AT 8:14 P.M.**  
**MOVED: Mr. Bower**  
**SECONDED: Mrs. Chaudari**  
**MOTION CARRIED: 7-0**

Adjournment

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: May 28, 2013*