

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: AUGUST 14, 2012

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

I. Call to Order

Mrs. McBride noted that Mrs. Reinhardt was absent. She called the meeting to order at 6 p.m.

Call to Order

II. Executive Session for Personnel Matters

Executive Session

MOTION TO ENTER EXECUTIVE SESSION AT 6:01 P.M. FOR PERSONNEL MATTERS

MOVED: Mr. Bower
SECONDED: Mrs. Smith
MOTION CARRIED: 6-0

MOTION TO EXIT EXECUTIVE SESSION AT 7:11 P.M.

MOVED: Mrs. Mitchell
SECONDED: Mrs. Wickerham
MOTION CARRIED: 6-0

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

Reconvene Meeting

Mrs. McBride reconvened the meeting at 7:18 p.m. Mrs. Reinhardt was absent as was Mrs. Wilson, who was attending additional Annual Professional Performance Review (APPR) training in Albany. The Pledge of Allegiance was recited. During agenda review, an additional item (23) was added to agenda item #4. Announcements - Mrs. Flanigan completed her three-year district clerk certification through the New York State Association of School Business Officials, Mrs. Smith was recognized in the *Democrat and Chronicle* for receiving the 2012 State University of New York Chancellor's Award for Excellence in Classified Service, and Mrs. Wickerham recently became a grandma.

2. Public Forum

Public Forum

No one came forward to address the board.

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

- A. Report of bills audited and paid during July 2012
- B. Action pertaining to acceptance of the June treasurer's report and July budget transfers
- C. Action pertaining to the award of bids:
 - 1. Automotive filters
 - 2. Course Description Guide printing
- D. Action pertaining to approval to participate in BOCES cooperative bids
- E. Action pertaining to approval of a five-year lease agreement between Rush-Henrietta Central School District and Monroe #1 BOCES for the Special Education district-based classrooms located at Winslow Elementary and Burger Middle schools
- F. Action pertaining to paying a tax collector stipend to the town of Rush
- G. Action pertaining to approval of Universal Pre-K sites for 2012-13
- H. Action pertaining to approval of Gail Nofziger as a parent representative on the Committee on Preschool Special Education (CPSE) membership list
- 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 July 9, 2012
- K. Action pertaining to approval of minutes of the Board of Education meeting(s):
 - 1. Minutes of the reorganizational meeting of July 10, 2012
 - 2. Minutes of the regular meeting of July 10, 2012

**MOTION PERTAINING TO ACCEPTANCE OF CONSENT
AGENDA ITEMS #3A-J, K2 AND K1 AS AMENDED**

**MOVED: Mrs. Chaudari
SECONDED: Mrs. Smith
MOTION CARRIED: 6-0**

Mrs. Wickerham said she checked on how long people on the Committee on Preschool Special Education (CPSE) (#3H) can remain on the committee after the graduation of their student. Dr. Graham verified that the CPSE member's student cannot be graduated for more than five years. Dr. Graham will verify the appointee's student's graduation date. Mrs. Wickerham also would like to make an adjustment to the July 10, 2012, reorganizational meeting minutes. The second to last sentence in the last paragraph under M should read: Mrs. Wickerham questioned if Elena Camerieri could be a CPSE committee member and employee of the district at the same time.

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

**MOTION PERTAINING TO APPROVAL
OF PERSONNEL ACTIONS**

**MOVED: Mrs. Wickerham
SECONDED: Mr. Bower
MOTION CARRIED: 6-0**

5. Fund Balance and Tax Warrant (Reference Appendices #5A-E)Fund Balance and
Tax Warrant

- A. Tax Rate Setting Process
- B. Action pertaining to approval of a resolution transferring funds to the 2012 Capital Reserve Fund
- C. Action pertaining to the retention of funds pursuant to Section 1318 Real Property Tax Law
- D. Action pertaining to the confirmation of tax rolls and authorization of the tax levy
- E. Tax Rates memo

Dr. Graham provided a brief explanation and Mr. Whitmore provided additional information. Dr. Graham also said that the Henrietta assessment came in a little higher than we were originally informed. He feels that next year should be a pretty good year for the district. Mr. Whitmore also reported that the district was able to fund buses out of the budgetary appropriation and not use the reserves.

MOTION PERTAINING TO APPROVAL OF ITEMS #5B-D

MOVED: Mrs. Smith

SECONDED: Mrs. Wickerham

MOTION CARRIED: 6-0

6. Superintendent's Report

Superintendent's
Report

A. Written Information (Reference Appendices #6A, 1-9)

1. Title I – Notification of Parent Meeting

Mrs. Wickerham asked how many parents attended. Mrs. Anthony reported that 12 people were invited and three attended.

2. Teacher Center – Annual Report

The district is required by the State Education Department (SED) to provide this information to the board.

3. Collegial Coaching – Annual Report

This information has been requested in past years by the board. Dr. Graham will continue to provide it until otherwise informed.

4. Student Referrals – End-of-Year Report

Dr. Graham called attention to what he anticipated to be some of the board's possible obvious questions.

5. Summer Programs – Status Report

Dr. Graham reported on the summer programs. Some of the highlights:

- This was the second year of decentralized programs with transportation not being provided.
- Leary Elementary School's summer program was held at the Vollmer Learning Center due to work being done at Leary.
- This year's middle school program was held twice a week for eight weeks. Mrs. Anthony will evaluate the new layout in the fall to see how productive it was.
- The elementary numbers were down this year, especially at Crane and Fyle.
- Transportation is a real issue. Dr. Graham would like to revisit this topic to figure out how the district should move forward.

Mr. Bower suggested tracking students who qualified for summer school and showed up versus those that qualified and did not attend. Mrs. Anthony thought it was a good idea and Dr. Graham said it was worth looking into. Mrs. Wickerham asked about a program at Rustic Village similar to the one currently held at Stonewood Village. Discussion ensued. Dr. Graham stated that the best solution long term would be site-based programs and the transporting of students to the site. He reminded everyone that the high school summer school graduation would be held Monday, August 20.

6. District Priorities (2011-12) – End-of-Year Report

Dr. Graham said the board has seen this report before. This version incorporates all year-end testing data. There were no questions or comments.

7. Significant Achievements (2011-12) – Annual Report

The board also has seen this report. Dr. Graham said the document was given to Community Relations to use for possible media coverage.

8. Significant Concerns (2012-13) – Annual Report

This report also has been seen by the board. There were no questions or comments.

9. District Priorities (2012-13) – Recommendations

Dr. Graham said these recommendations reflect feedback from the Annual Strategic Planning Forum. He reviewed the document. Discussion ensued.

**MOTION PERTAINING TO ACCEPTANCE OF THE
RECOMMENDED DISTRICT PRIORITIES (2012-13)**

**MOVED: Mr. Bower
SECONDED: Mrs. Smith
MOTION CARRIED: 6-0**

B. Oral Information

- Dr. Graham reported that the first phase of APPR training had been completed. To be fully certified, Dr. Graham is asking administrators to individually take an online course and a proficiency test before he certifies them. Each person will have until the end of the school year to complete the self study, but everyone has to pass the test by June 2013. He said school administrators are working very hard and that there has been a lot of trust building this summer.
- Staff kickoff will begin at 7:30 a.m. Wednesday, August 29, at Roth Middle School. The presentation will start promptly at 8 a.m.
- In regard to a question from the last board meeting, Dr. Graham said he responded via e-mail regarding Fyle's student activities account.
- In regard to the posting of APPR information, Dr. Graham said the final plan would be posted once it is approved by the State Education Department.

7. New Business (Reference Appendices #7A-F)

A. NSBA Conference Attendance - April

Mrs. Mitchell, Mrs. Smith, and Mrs. Wickerham are eligible to attend this year. They will let Mrs. Flanigan know if they are interested in attending by the September 11 board meeting.

B. Board of Education School Visits

Mrs. McBride asked board members to add the dates to their calendars. She also will try to change her work schedule to accommodate more visits.

C. 2012-13 Board Workshops

Discussion ensued regarding possible board workshop topics. Suggestions include:

- Board Operations Handbook – review to make sure up-to-date (Mrs. McBride)
- Annual review of open meetings law (Mrs. McBride)
- APPR – multiple parts including procedural aspects, use of the rubric, and student learning objective (Dr. Graham)
- Math program (Mrs. Wickerham)
- Status of the common core learning implementation – four basic components and how they are progressing (Dr. Graham). Dr. Graham will have presenters draft their thoughts on a workshop presentation.
- Special Education (CSE/CPSE board packet material) – What are the documents? How to read them? What do we/do we not approve? (Mrs. Chaudari)
- Vollmer Suspension Program and how it works (Mrs. Chaudari)
- Paperless board meetings/Board self evaluation tools (Mr. Bower)

New Business

- Poverty awareness/Impact on learning/How are we teaching teachers to address this? (Mrs. Reinhardt) – Dr. Graham asked if board members were interested in attending some of the training staff is receiving.
- APPR and online testing (PARCC assessments) – what requirements will look like, update on dignity for all students initiative, and how we’re implementing it. (Dr. Graham)
- Student demographics (changing nature of our community). Perhaps tie this with poverty and cultural awareness pieces. (Dr. Graham)

D. Action pertaining to approval of 2012-13 board goals

**MOTION PERTAINING TO APPROVAL OF
2012-13 BOARD GOALS AS AMENDED**

**MOVED: Mrs. Wickerham
SECONDED: Mrs. Chaudari
MOTION CARRIED: 6-0**

There were two corrections made to the 2012-13 board goals: (1) the title of Goal 3 should read: Continue to Strengthen Communications with the Community and (2) the date in Goal 4C should read: 2013-14.

E. Henrietta Post Board of Education Column Topics

The board agreed the list of topics was fine. Dr. Graham suggested a parent engagement column for December.

F. Staff Appreciation Letter – Draft

Discussion ensued regarding the staff appreciation letter. Board members would like it to sound less formal. Mr. Bower suggested board members personalizing each letter. Mrs. Anthony believes it can be done. Mrs. Flanigan will inform board members when letters have been printed and are ready to be picked up. They will need to be returned to Mrs. Flanigan no later than Friday, August 24.

8. Board Meeting Recap

- Future board meeting – Adoption of APPR process
- Dr. Graham to check that CPSE graduated student was not more than five years out.
- Report on evaluating how middle school summer school program ran
- Look into tracking summer school - attendee v. non attendee progress
- Letters for staff – Mrs. Flanigan to inform board members when they are ready to be picked up/signed
- Staff kickoff – 7:30 a.m. Wednesday, August 29, Roth Middle School
- NSBA attendance – Let Mrs. Flanigan know if interested in attending at the next meeting

Meeting Recap

9. Adjournment

Adjournment

MOTION TO ADJOURN THE MEETING AT 8:58 P.M.

**MOVED: Mrs. Mitchell
SECONDED: Mr. Bower
MOTION CARRIED: 6-0**

Respectfully submitted,

Karen A. Flanigan
School District Clerk
Board Approved: September 11, 2012