

# 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: SEPTEMBER 11, 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  
Mrs. Dina Wilson, Assistant Superintendent, Curriculum and Instruction

#### I. Call to Order

Mrs. McBride called the meeting to order at 6:29 p.m.

Call to Order

#### II. Executive Session for Potential Litigation for Recovery of Cost of Leary Floor Replacement and Personnel Matters

Executive Session

**MOTION TO ENTER EXECUTIVE SESSION AT  
6:29 P.M. FOR POTENTIAL LITIGATION FOR  
RECOVERY OF COST OF LEARY FLOOR  
REPLACEMENT AND PERSONNEL MATTERS**

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

**MOTION TO EXIT EXECUTIVE SESSION AT 7:01 P.M.**

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

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

Mrs. McBride reconvened the meeting at 7:04 p.m. The Pledge of Allegiance was said, a moment of silence was given in honor of Patriot Day, and introductions were done. Two items were added during agenda review - #8F (Leary floor resolution) and #8G (discussion regarding a letter from MCSBA). There were no announcements.

Reconvene Meeting

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

Both student representatives were in attendance. Natalia Harris (new student rep) joins Naomi Campbell (returning student rep) for the 2012-13 school year. Miss Campbell reported on a

Student Representative(s)

10<sup>th</sup> grade dance (Sept. 21), Link Crew, a concert group going to Disney World, and the R-H Singers having rotating homeroom section rehearsals. Miss Harris reported on homecoming and the many events planned for spirit week, including a powder puff football game (6 p.m. Oct. 4), dodge ball tournament (6 p.m. Oct. 2), pep rally (2 p.m. Oct. 5), and parade (12:30 p.m. Oct. 6).

### 3. Public Forum

No one came forward to address the board.

Public Forum

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

- A. Report of bills audited and paid during August 2012
- B. Action pertaining to acceptance of the Transportation Service Contract with Monroe School Transportation, Inc. and submission of the contract to SED
- C. Action pertaining to the award of bids:
  - 1. Printer cartridges
- D. Action pertaining to approval of minutes of the Board of Education meeting(s):
  - 1. Minutes of the meeting of August 14, 2012

Consent Agenda

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

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

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

#### MOTION PERTAINING TO APPROVAL OF PERSONNEL ACTIONS AS AMENDED

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

Personnel  
Actions

Dr. Graham asked that winter strength & conditioning be stricken from page 17. This position went from a four to a three-season position due to downsizing.

### 6. Workshop – APPR (Part II) (Reference Appendix #6)

Dr. Graham explained that this is the second in a series of four workshops. He explained that tonight's workshop would be about the teacher observation process and how the 60 points will be assigned under the new system. He also stated that Rush-Henrietta is one of only 50 districts across the state that have had their plans approved.

Workshop –  
APPR (Part II)

Mrs. Wilson presented the APPR workshop. She said she believes what's been devised will meet the mandate and become a best practice for Rush-Henrietta. Mrs. Wilson talked about the framework of the new appraisal program, citing the use of the Danielson 2007 rubric and Rush-Henrietta APPR form; and how the meetings, observations, and structured review would work. She explained that Teachscape software was purchased to aid in scripting of classroom observations and said the program would allow all teachers to be consistent no matter what building they are in. At the end of the training, all administrators will be certified. This is not a state certification, but a local one to be done every August. Dr. Graham said teachers need to understand the expectations they are going to be held to. Mrs. Wilson also explained the four domains to "A Framework for Teaching Components of Professional Practice" – planning and preparation, classroom environment, instruction, and professional responsibilities. Mrs. Anthony and Mrs. Wilson explained the Annual Professional Performance Review form, how it works, and how to transfer the check marks into points.

They both reiterated that time will be a huge issue. Dr. Graham also wanted board members to know that it was a fairly expansive demand on school administrators.

## 7. Superintendent's Report

### A. Written Information (Reference Appendices #7A, 1-5)

#### 1. Board Workshops Plan

Dr. Graham said this list was his recommendation to board officers regarding board workshops. He explained his thought process behind the list. Mrs. Smith would like to change the date of the Dec.11 workshop. It will be moved to Jan. 22 and the VLC Tutoring Center workshop will be moved to Feb. 26.

#### 2. Probationary Faculty Report

This information was requested by the board.

#### 3. SED School Lunch Guidelines

Dr. Graham thought the board would like a copy of this letter as it explains changes impacting food service. He also wanted the board to be aware of a couple anticipated complaints regarding these changes. These are federal government regulations which we have no control over. Mrs. Chaudari suggested getting this information out to parents (E-News, Henrietta Post, etc.).

#### 4. Student Assessment Guidelines

Dr. Graham thought the board would be interested in this. Mrs. Wilson stated that we will have to closely supervise the implementation of the "6-12 Grading Practices FAQ" guideline. Principals and directors have worked out a schedule to monitor grade books. Dr. Graham said it was about consistent appliance and that the guidelines were well thought out. We will need to make sure all guidelines are complied with.

#### 5. AIS Student Intervention Plan

Dr. Graham said this information is about a new requirement the district has regarding "Parents Right to Know." It is more of an information item.

### B. Oral Information

#### 1. Opening of Schools Report

Dr. Graham reported on the opening of schools. He said everything went very smoothly. He spoke of facilities being in great shape, enrollment numbers, a lot of last-minute student registrations, students coming off the homeless list due to work done by Mrs. Anselme, and staffing. He mentioned the Senior High School capital project starting, playing fields and landscaping around buildings being in good shape, computer services having all new equipment ready to go, and transportation. He also said the sophomore orientation with Link Crew went well and there were no concerns from the District Parent Advisory Council (DPAC). Overall, it was a great opening. Mrs. Reinhardt mentioned the good comments she received regarding staff welcome back letters that board members signed.

#### 2. COMIDA Hearing Report

Dr. Graham reported that Mr. Whitmore attended the August 21 COMIDA meeting and that there was an article in the newspaper the next day. The board is ok with the district's position. Dr. Graham said every time there's a COMIDA meeting, the district will be represented. Mr. Whitmore stated that it does have an impact on our tax levy.

Dr. Graham informed the board that the R-H Singers did not get invited to perform at the NYSSBA conference. His thought is that they are rotating districts.

## 8. New Business

### A. 2012-13 Board Workshops (Reference Appendix #8A)

There are two date changes as per Item 7A-1; otherwise, the board is fine with the list. Mr. Bower asked how the board would like to proceed with the paperless

workshop. Mrs. Reinhardt's thoughts are a presentation. Dr. Graham suggested investigation as to where the board would be able to go and then if the board decides to move forward, look into possibilities. Dr. Graham suggested a subcommittee (November/December timeframe) to work on a board evaluation tool. He believes the board already has its evaluation tool within its PowerPoint presentation. It just needs to be formatted, brought in, and critiqued. Mrs. McBride will send the PowerPoint presentation to Mrs. Wickerham.

B. NYSSBA Resolutions

Mrs. Flanigan has posted the resolutions online. Board members were asked to bring their completed resolution worksheet to the next meeting.

C. Homecoming Parade

The parade will begin at 12:30 p.m. Saturday, Oct. 6. Board members should arrive around 12 p.m. Dr. Graham, Mrs. Reinhardt, and Mrs. Wickerham are unable to attend. All other board members are planning to participate.

D. Board Online Calendar

Mrs. McBride asked board members if an online calendar was necessary as there are numerous calendars already available for the board's use. It was decided that the agenda would no longer contain upcoming items and an online calendar would be populated for board members viewing only.

E. Board Brochure

Mrs. Flanigan distributed brochures to all board members for their first parent group meeting. Mrs. Smith will not be at Leary's first meeting. Mrs. McBride offered to go in her place. The board would like to have Ken Huth take board pictures next year.

F. Leary Floor Claim Proposed Resolution (**Reference Appendix #8F**)

**MOTION AUTHORIZING LEGAL ACTION  
ON LEARY FLOOR CLAIMS  
MOVED: Mr. Bower  
SECONDED: Mrs. Reinhardt  
MOTION CARRIED: 7-0**

G. Letter from MCSBA

Mrs. McBride talked about a letter she received from Jody Siegle, MCSBA executive director, offering to do a visit to talk about what MCSBA provides and to meet the board on a personal level. The board was not interested at this time.

**9. Board Member Reports**

A. MCSBA Steering Committee (Aug. 22)

Mrs. Reinhardt believes she forwarded the meeting notes. She said the committee is trying to get organized by setting goals and measuring objectives. She was impressed with Sue Casey, president of the committee. She also made the suggestion to bring in some new members.

B. MCSBA Legislative Committee (Sept. 5)

Mrs. Wickerham was not sure if she had forwarded the minutes. She said the group talked about what's happening and Jody Siegle, MCSBA, provided an update. The group also talked about things it wanted to pursue this year. Mrs. Wickerham suggested COMIDA. She also spoke of one trip in December and two in March. She said Tom Nespeca, president, NYSSBA Board of Directors, would like to do some consolidating to get more local districts at the state level. She said new blood is necessary. Mrs. Wickerham will do one of the two trips in March if someone will do the other one. She suggested bringing someone in to educate everyone on COMIDA. Dr. Graham suggested this be put on a priority list. Mr. Nespeca also is looking for Monroe County representation at the state level to support him this year.

**Board Member  
Reports**

C. DPAC (Sept. 6)

Mrs. Chaudari reported on the DPAC meeting saying the council went over its charge and operating procedures, stressing that they want reps from each building. They also went over the parent engagement plan of work and said they would be having a discussion in the fall about what career and college readiness means for parents and how they need to be involved in this process.

D. MCSBA Information Exchange Committee (Sept. 12)

Mrs. Wickerham said she would be attending tomorrow and asked if anyone had anything they would like to share or know about. Mrs. Wickerham plans to mention Rush-Henrietta’s District Parent Advisory Council (DPAC). Mrs. Mitchell is planning to attend as well.

E. Open Meetings Law Review

School Attorney George DesMarteau presented information on the Open Meetings Law highlighting the posting of meeting notices, how meetings are to be conducted, videotaping of meetings, opportunity for public participation, and executive sessions. He suggested being more specific in the wording of executive sessions and is willing to draft a resolution once he is made aware of the details. This law is intended to permit the public to be informed. The board did not have any questions.

F. Board Liaison Reports (Discussion)

Mrs. McBride said this came up during agenda setting. Discussion ensued. It was decided that DPAC and BAC would remain on the agenda, but not RHMPA or Sports Booster Club. If someone has something they would like to share they can add it during agenda review.

Mrs. Smith said she was declining the offer to attend the NSBA conference in April. Mrs. Mitchell and Mrs. Wickerham will attend. Mrs. McBride will let Mrs. Flanigan know.

**10. Board Meeting Recap**

- Homecoming parade – 12:30 p.m. Saturday, Oct. 6 (lineup begins at 12 p.m., NGA)
- Alumni Council Hall of Fame Induction will be held prior to the start of the homecoming football game Saturday, Oct. 6
- Add: HEDI to the district acronym list (Highly Effective, Effective, Developing, Ineffective)
- Change dates for two workshops
- A subcommittee will be put together in November/December to design a board evaluation tool
- A proposal will be brought to the board regarding paperless board meetings
- District Quarterly Policy Review – next meeting
- Dr. Graham to send an E-News regarding new food service information

Meeting Recap

**11. Adjournment**

Adjournment

**MOTION TO ADJOURN THE MEETING AT 9:37 P.M.**

**MOVED: Mrs. Mitchell**

**SECONDED: Mr. Bower**

**MOTION CARRIED: 7-0**

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: September 25, 2012*