



**Tuesday, October 22, 2013  
Regular Meeting Minutes**

**RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT**

District No. 1 of the Towns of Rush, Henrietta, Pittsford, and Brighton

---

*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:**

Dr. J. Kenneth Graham Jr., Superintendent of Schools

Mr. George DesMarteau, School Attorney

Mrs. Nerlande Anselme, Assistant Superintendent, Student and Family Services

Mr. Andrew Whitmore, Assistant Superintendent, School Finance and Operations

Mrs. Dina Wilson, Assistant Superintendent, Curriculum and Instruction

---

**1. BOARD OF EDUCATION MEETING – GENERAL**

**A. Board of Education Members**

Diane E. McBride, President; Pamela J. Reinhardt, Vice President; Robert C. Bower;

Jean M. Chaudari; Rosie B. Mitchell; Sue A. Smith; and Phyllis P. Wickerham

**Superintendent of Schools** – J. Kenneth Graham Jr., Ph.D.

**School District Clerk** – Karen A. Flanigan

**B. Meeting Information**

The regular meeting of the Board of Education of the Rush-Henrietta Central School District was held Tuesday, October 22, 2013, in the Dee Strickland Conference Room at the Ninth Grade Academy, 2000 Lehigh Station Road, Henrietta, NY 14467.

**2. OPENING OF PUBLIC MEETING**

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

Mrs. McBride called the meeting to order at 7 p.m. The Pledge of Allegiance was recited.

Introductions were not necessary as there was no one in the audience. During Agenda Review, Mrs.

Wickerham asked to have NYSSBA Resolutions Summary added under Board Member Reports.

There were no announcements.

**3. PUBLIC FORUM**

**A. Audience Members May Address the Board of Education**

There was no one in attendance.

**4. EXTERNAL AUDITOR – ANNUAL REPORT**

**A. Annual Report Provided by Raymond F. Wager, CPA, P.C.**

Mr. Wager reported that the audit was done, successful, and had been filed with the state. He said the district's overall equities increased by \$6 million and that Rush-Henrietta is doing extremely well. It has good reserves and cash flow, and its pension liabilities are on the low end (retiree benefits), which is good. He said the district is in excellent shape. All districts are having the same problems with school lunch due to the new standards and it will be a bit of a challenge. He said no one does a better job with capital jobs than R-H and it will have flexibility to get through the economic and state issues. He also mentioned a couple of minor recommendations in the management letter.

## **5. CONSENT AGENDA ITEMS FOR ROUTINE MATTERS**

- A. Action pertaining to acceptance of the external auditor's "Basic Financial Statements for Year Ended June 30, 2013," the Letter of Communication, and the "Communicating Internal Control Related Matters Identified in an Audit for Year Ended June 30, 2013," prepared by Raymond F. Wager, CPA, P.C.
- B. Action pertaining to acceptance of the Rush-Henrietta Central School District Audit Corrective Action Plan for Year Ended June 30, 2013
- C. Action pertaining to approval of the 2014-2015 *Course Descriptions* book
- D. Action pertaining to approval of the Dignity for All Students Act (DASA) coordinators
- E. Action pertaining to approval of an overnight field trip (SHS) – March 6-8, 2014
- F. Action pertaining to approval of CSE/CPSE recommendations
- G. Action pertaining to acceptance of Finance & Audit Committee meeting minutes – Oct. 4, 2013
- H. Action pertaining to approval of Board of Education meeting minutes – Oct. 8, 2013

**MOTION PERTAINING TO ACCEPTANCE  
OF CONSENT AGENDA ITEMS #5A-H  
MOVED: Mrs. Chaudari  
SECONDED: Mrs. Smith  
MOTION CARRIED: 7-0**

Mrs. Mitchell asked for a change to the Finance & Audit Committee meeting minutes – second line under Open Discussion, change "more" conservative to "less" conservative. Mrs. Smith commented on Mr. Wager's comment regarding the district's reserve funds. Dr. Graham explained.

## **6. PERSONNEL ACTIONS**

- A. Action pertaining to approval of Personnel Actions**

**MOTION PERTAINING TO APPROVAL  
OF PERSONNEL ACTIONS  
MOVED: Mrs. Wickerham  
SECONDED: Mr. Bower  
MOTION CARRIED: 7-0**

## **7. WORKSHOPS**

- A. ASL Program Review**

Dr. Graham introduced Mark MacMillan, Social Studies/LOTE director, who was in attendance to discuss the sustainability of the district's American Sign Language (ASL) program. Mrs. Wilson, assistant superintendent of Curriculum & Instruction, provided a brief introduction of the workshop saying it would include a discussion of the ASL program, as well as an overview of all district languages. Mr. MacMillan reviewed the PowerPoint presentation included in the board packet and said how proud he was of middle school exam results. He mentioned that assessments are now developed locally at BOCES and the district's curriculum is aligned toward NYS standards. He said there is no longer a state exam (Regents); it is still a required assessment, but developed locally. Mrs. Wilson stated that even though the district is still living the pain of the Regents exam results, she believes our teachers have grown considerably.

Currently, there is a need to find a long-term ASL sub for the high school. Mr. MacMillan explained the process for finding one, saying it was a difficult task, and that R-H only hires certified teachers. He shared some of his own thoughts regarding ASL and a story about a Rush-Henrietta student who works at Wegmans and was wearing an "I Know ASL" sticker. Mrs. Smith believes the enrollment numbers really support the district doing whatever it can to support keeping ASL. Dr. Graham said the object tonight was to see if we can sustain the program. No decisions were needed at this time.

## **B. Budget Development – Overview**

Dr. Graham reported that the first Budget Advisory Council meeting would take place in a few weeks. He reviewed the 2014-15 Budget Development document and explained the difference between educationally sound and fiscally responsible. He said the district needs to look five to seven years out, not just three. He also reviewed the Budget Development Process document. Mrs. Reinhardt talked about her meeting at Senator Ted O'Brien's office. Dr. Graham said our budget levy must stay at or below the cap. He also said the reason our fund balance was larger last year and this year is because the district is using grant money.

## **8. SUPERINTENDENT'S REPORT**

### **A. Written: Student Enrollment Report**

Dr. Graham said the district's enrollment is down from last year and changes at the middle schools and NGA are the ones that stand out the most. He also said that from the first graph in 1988 to now, things really haven't changed that much.

### **B. Written: Out-of-District Placements Report**

Dr. Graham reviewed the out-of-district placements document. He also talked about RIT possibly adding a charter school and how it would relate to R-H students.

### **C. Written: Elementary Class Size Report**

Dr. Graham said the target class size is 15 with the hard cap being 17 and the low 13. However, there's a need to bump the low cap to 14. He reminded everyone that the class size initiative is for Grades K-4. He said policy states that if we're going to break classes, it has to be done by August 1. Discussion ensued regarding some of the class sizes and placement of possible new students.

### **D. Written: School Accountability Status Report**

Dr. Graham said the report is what the state uses to tell the district if it's a School in Need of Improvement (SINI) or a District in Need of Improvement (DINI).

### **E. Written: District Policies – Posting Report**

Dr. Graham provided an update on the moratorium on board policies. He said the plan is on schedule.

### **F. Written: APPR – Parent Notification Posting**

Dr. Graham reviewed the posting and noted that a parent only can get the score of one of his/her child's current teacher(s). Mrs. Wilson will be the contact person for this year.

### **G. Oral**

- District School Improvement Plans – posted to website and cross-linked to district priorities
- Emergency Response Drill - Oct. 30
- Emergency Closing Notification – On Oct. 29, there will be a test of the emergency notification system (automated voicemail message) with instructions if you want to make changes. Mrs. Flanigan to check with board members as to their preference.
- Dr. Graham provided a status report on the assistant superintendent search.
- Dr. Graham informed the board of a scheduling conflict (June 24) with a board meeting and the middle school moving up ceremonies. He said there are options, but would leave any decisions up to the board officers as there's plenty of time to make a change.
- Last year was the last year for an IEP diploma. Students who have not received a diploma have to have a certification. Mrs. Anselme and Dr. Graham asked the board about doing a mini workshop in January. Board members agreed. Dr. Graham will schedule with the board officers.
- Board school visits begin this Thursday. Board members would still like talking points.
- The NYSSBA conference is this weekend. Dr. Graham has received many invitations. He will put a schedule together for board members.

## **9. NEW BUSINESS**

### **A. Board Budget Quarterly Report**

There were no questions.

### **B. Claims Auditor Quarterly Report**

There were no questions.

### **C. Board Conferences**

There was discussion regarding the board's conference/travel account currently being underfunded. Dr. Graham said this came up during budget reviews and he explained. He said there should be sufficient funding for all board members to go to the state conference, three to go to the national conference, and money for some additional training. The account was lowered while the state conference was not held in New York City. The conference will be held in NYC for the next two years, thus the money will need to be put back into the account. He said this is not a budget proposal, but a rollover question. All board members were in agreement.

**D. Elmer Gordon Schedule**

Mrs. McBride provided an explanation of the suggested timeline. Everyone was fine with the proposed schedule. Mrs. Flanigan to forward the final timeline to Mrs. Beattie at the high school.

**10. BOARD MEMBER REPORTS**

**A. MCSBA Information Exchange Committee (Oct. 9)**

Mrs. Mitchell and Mrs. Anselme attended. Mrs. Mitchell said the exchange was put on by the Rochester City School District. They talked about the good things the district is doing, as well as areas of difficulties (e.g. poverty, homelessness). When asked if any districts were having issues, everyone was silent. However, once people warmed up, some issues were discussed. Mrs. Anselme reiterated how important it is that school districts look at both the educational and social services needs of students and do whatever they can to make sure students are successful.

**B. MCSBA Executive Committee (Oct. 9)**

Mrs. McBride and Dr. Graham attended. Mrs. McBride said they reviewed last year's goals, looked at this year's goals, and then approved them. Mrs. Reinhardt said the date for the December Advocacy trip was moved to Dec. 9. Mrs. Reinhardt said the position paper she e-mailed also was approved at the meeting. There was a short presentation on the Monroe County Superintendents Public Education Advocacy Committee (MCSPEAC) program.

**C. Health & Safety Committee (Oct. 10)**

Mrs. Wickerham said Dr. Griffin talked with students about their concerns, some of which included the cost of food based on portion size, their interest in having an outdoor lunch area (which might be a possibility), and being tired of hearing about PBIS at the high school (all students hear it and know it, but some are not following through with it). She said Dr. Griffin told students it was a good thing; if they're hearing about it, it means they're getting the message out there. Dr. Griffin also reminded students that PBIS is an important foundation. Mrs. Wickerham also thought board members should know that if ambulance service is needed in the lower level of Vollmer, a gurney can fit in the elevator, but once the paramedics get to the lower level, they are unable to get it out. Ken Nelson, director of Facilities, is aware of the issue and will handle it. Mrs. Wickerham said it was a very informative meeting as to what's going on in the district and that all constituents really do show up.

**D. MCSBA Labor Relations Committee (Oct. 16)**

Mr. Bower and Mr. Whitmore attended. Mr. Bower said an attorney from Harris Beach PLLC and a business official from Honeoye Falls-Lima Central School District talked about negotiations when there really isn't too much to negotiate with, unions not necessarily being the bad guys, and trade-offs instead of concessions. They said during the negotiation process, there's no need to turn over the entire budget document as it's more confusing. The district should be educating the unions on the material in the document. Mr. Bower said NYSUT staff would be in attendance at the next meeting.

**E. NYSSBA Resolutions Summary**

Mrs. Wickerham handed out a consolidation sheet of board members' responses to the NYSSBA resolutions. Mrs. McBride confirmed that the consolidation sheet was indeed what Mrs. Mitchell had asked to see.

**11. CLOSING OF MEETING**

**A. Board Meeting Recap**

- Mrs. Flanigan to follow-up with board members regarding the emergency notification system phone call on Oct. 29
- Assistant Superintendent interviews – Nov. 20-21
- June 24 – conflict between board meeting and middle school moving up ceremonies

- Workshop on new certification that's in place of the IEP diploma – Dr. Graham and board officers to schedule
- Crane school board visit - Thursday
- NYSSBA Conference is this weekend. Opening speaker – 5:30 p.m. Thursday. Dr. Graham will put together a schedule of the conference invitations for board members.

**B. Adjournment**

**MOTION TO ADJOURN THE MEETING AT 9:06 P.M.**

**MOVED: Mr. Bower**

**SECONDED: Mrs. Mitchell**

**MOTION CARRIED: 7-0**

**C. Next Board of Education Meeting**

The next Board of Education meeting is scheduled for Tuesday, November 5, 2013.

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: November 19, 2013*