

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

Board of Education

Susan E. Banker
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Pamela J. Reinhardt
Vice President

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

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School District Clerk

Robert C. Bower
Jean M. Chaudari
Diane E. McBride
Sue A. Smith
Phyllis P. Wickerham

**Board of Education Meeting
Rush-Henrietta Central School District
Ninth Grade Academy
Diana “Dee” Strickland Conference Room
October 25, 2011
MINUTES**

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

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

Mrs. Banker called the meeting to order at 7 p.m. The Pledge of Allegiance was recited, housekeeping items reviewed, and introductions done. Dr. Graham announced that next week was New York State School Board Recognition Week and shared a proclamation with the board from Governor Cuomo. The student representative report was added to the agenda.

Call to Order

Board Member Report from Student Representative

Student representative Luke Sorber reported that the high school’s fall play, “Macbeth,” was this weekend. He said that due to the weather there was not a huge turnout for the homecoming parade, but felt that people appreciated the work that went into it. He said school is going well and everything is pretty calm right now.

Student Representative

2. Public Forum

No one came forward to address the board.

Public Forum

3. External Auditor – Annual Report (Reference Appendix #3)

Mr. Ray Wager, external auditor, was in attendance to review the external auditor’s report. He reported that he had a very positive meeting with the Finance and Audit Committee in early October. He stated that the district has a good balance sheet and reserves, and is using reserves to balance the budget, which is good, but would need to temper the desire to use more fund balance as much as possible. He said the district has a good checks and balances system and that there was nothing he would suggest at this time.

External Auditor

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

- A. Action pertaining to the award of bids:
 - 1. Course Description Guide
 - 2. Athletic supplies
 - 3. Automotive fluids
- B. Action pertaining to acceptance of the auditor’s “Basic Financial Statements for Year Ended June 30, 2011,” the Letter of Communication, and the “Communicating Internal Control Related Matters Identified in an Audit for Year Ended June 30, 2011,” prepared by Raymond F. Wager, CPA, P.C., the district’s external auditor
- C. Action pertaining to acceptance of the Rush-Henrietta Central School District Audit Corrective Action Plan for Year Ended June 30, 2011
- D. Action pertaining to authorization to utilize credit cards
- E. Action pertaining to approval of a donation
- F. Action pertaining to approval of a donation
- G. Action pertaining to approval of CSE/CPSE recommendations
- H. Action pertaining to acceptance of minutes of the Finance & Audit Committee meeting:
 - 1. Minutes of the meeting of October 7, 2011
- I. Action pertaining to approval of minutes of the Board of Education meeting:
 - 1. Minutes of the meeting of October 11, 2011

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

MOVED: Mrs. Wickerham

SECONDED: Mr. Bower

MOTION CARRIED: 7-0

Mrs. Wickerham had a couple of questions. Dr. Graham provided answers and said that Carol Wolfer, purchasing agent, would update the current procedures in regard to the authorization to utilize credit cards (item #4D).

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

Personnel
Actions

**MOTION PERTAINING TO APPROVAL
OF PERSONNEL ACTIONS**

MOVED: Mrs. McBride

SECONDED: Mrs. Smith

MOTION CARRIED: 7-0

6. Workshop: Athletic Safety – Concussion Management (Reference Appendix #6)

Workshop –
Athletic Safety

Mrs. Anselme, executive director of student and family services, provided an overview of the workshop; Tom Stewart, athletic director, provided an overview of concussions; Shari Hogan, nurse practitioner, spoke about the medical portion of concussions; and Darren Crane, athletic trainer, walked the board through the concussion process (concussion to when the student returns to his/her sport). The new concussion legislation will take effect July 2012. Mrs. Anselme said it will take an entire team to work together and that concussion management policies will need to be developed. Mr. Stewart said a concussion management team will be identified by January and recommendations will be made by the end of the school year for adoption of a board policy. All information regarding concussions will be posted to the district website. All coaches, students, and parents will be educated on concussions each sports season.

7. Workshop: Budget Development (2012-13) (Reference Appendix #7A-B)

A. Tax Cap Projection

Dr. Graham said this is the first in a series of workshops that will be conducted regarding the budget. Dr. Graham and Mr. Whitmore, executive director of school finance, provided background information regarding what the district knows about the tax levy cap and what it will look like for Rush-Henrietta. Mr. Whitmore went through the formula for determining a district's maximum tax levy under the cap and said the district has to report to the state yearly (by March 1) what the tax cap is. He then ran through the tax levy cap calculation handout. Dr. Graham explained that he was trying to walk the board through some of the concepts and that no decisions were needed at this meeting.

B. Revenue and Expense Projections

Dr. Graham said the revenue and expense projections are all based on assumptions, which may or may not come to fruition. Mr. Whitmore talked about the five-year financial plan, saying it consists of high level assumptions and that the best guess was trying to be made regarding the district's future.

8. Superintendent's Report

A. Written Information (Reference Appendices #8A, 1-4)

1. Student Enrollment Report (BEDS)
2. Out-of-district Placements Report
3. Class Size Report
4. Table of Administrative Organization

There were no questions or concerns.

B. Oral Information

1. Fire Lane Parking Procedures

Dr. Graham reported that rigorous guidelines have been put in place regarding parking in fire lanes and the guidelines are being actively enforced. He also stated that staff and board vehicles need to be properly parked as well. He said the guidelines are working well and that the district will continue to be diligent in enforcing them. Dr. Graham said people's responses have been very positive.

Dr. Graham also reported that school improvement plans had been posted in the board's Outlook folder and that modifications could be coming. He said he had not had an opportunity to discuss the pit band appointments with secondary principals, but was meeting with them tomorrow. Dr. Graham stated that state report card postings would be delayed another week. He said he had seen preliminary information and asked Mrs. Anthony, assistant superintendent for quality assurance and community relations, to provide an overview of what would be coming out. Dr. Graham will notify the board by e-mail as soon as the report cards are available. Dr. Graham met with David Kaye, school architect, and LaBella Associates, P.C. regarding the district's Phase III project. Project paperwork needs to be signed and is then ready to be submitted. Dr. Graham said the project (new gym) was on schedule to break ground in the spring.

9. New Business (Reference Appendices #9A-B)

- A. Board Budget Quarterly Report
- B. Claims Auditor Quarterly Report

There were no questions or concerns.

Workshop –
Budget
Development

Superintendent's
Report

New Business

10. Board Member Reports

A. MCSBA Information Exchange Committee (Oct. 12)

Mr. Bower said it was interesting and very well attended. He said they talked about credit recovery and getting back on track for graduation in order to avoid summer school. There was a speaker from the city school district. Mrs. Anthony also attended and said she picked up some great ideas regarding alternatives to summer school.

B. MCSBA Board Presidents Meeting (Oct. 12)

Mrs. Banker said it was pretty interesting. She basically did the presentation board members will do at the NYSSBA convention. She said people were very interested in the board's orientation process for its board members.

C. MCSBA Labor Relations Committee (Oct. 19)

Mrs. Smith said there was a very interesting presentation by Dr. Timothy Terranova, assistant superintendent for finance/personnel of the West Irondequoit Central School District, regarding revising regulations/rules for principal certification.

D. Space Committee (Oct. 20)

Mrs. Reinhardt reported that the first meeting was a review and information for new members. She asked if anyone was interested in going to Albany on Dec. 5. Mrs. Banker and Dr. Graham will check their schedules.

Board Member
Reports

11. Board Meeting Recap

- A policy on concussion management will be brought back to the board in early May.
- Dr. Graham will follow-up on the pit band questions at the Nov. 8 board meeting.
- Dr. Graham asked board members to keep Friday dinner of NYSSBA conference open.

Meeting Recap

12. Executive Session for Potential Litigation and Personnel Matters

MOTION TO ENTER EXECUTIVE SESSION AT 9:05 P.M. FOR POTENTIAL LITIGATION AND PERSONNEL MATTERS

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

Executive Session

MOTION TO EXIT EXECUTIVE SESSION AT 9:27 P.M.

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

13. Adjournment

MOTION TO ADJOURN THE MEETING AT 9:28 P.M.

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

Adjournment

Respectfully submitted,

Karen A. Flanigan
School District Clerk
Board Approved: November 8, 2011