

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

J. Kenneth Graham Jr., Ph.D., Superintendent of Schools
Karen A. Flanigan, School District Clerk

Meeting Minutes For: JULY 10, 2013 REGULAR MEETING

Ninth Grade Academy
Diana "Dee" Strickland Conference Room
2000 Lehigh Station Road
Henrietta, New York

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, Assistant Superintendent, Student and Family Services
Mrs. Denise Anthony, Assistant Superintendent, Human Resources and Organizational Development
Mr. Stephen Barbeau, Assistant Superintendent
Mr. George DesMarteau, School Attorney
Dr. J. Kenneth Graham Jr., Superintendent of Schools
Mr. Andrew Whitmore, Assistant Superintendent, School Finance and Operations

1. Call to Order, Agenda Review, and Announcements

Mrs. McBride called the business portion of the meeting to order at 6:23 p.m. During agenda review, Item 4H was added – Action pertaining to ratification of the superintendent's contract effective July 1, 2013 and Item 22 was added to the personnel actions. Dr. Graham also asked that an executive session be held following the meeting to discuss the pending retirement of a specific administrator. Dr. Graham announced that Mrs. Wilson was in Albany attending APPR network training and that this was Mr. Barbeau's final board meeting before his retirement. Mr. Barbeau thanked board members for the opportunity to work with them.

Call to Order

2. Board Member Recognitions

Dr. Graham recognized Mrs. Chaudari with a marble apple, the equivalent of tenure for board members. Once you've served a term and are appointed to a second one, you are eligible to receive a marble apple.

Board Member Recognitions

3. Public Forum

No one came forward to address the board.

Public Forum

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

- A. Report of bills audited and paid during June 2013
- B. Action pertaining to acceptance of the May treasurer's report and June budget transfers
- C. Action pertaining to approval of Food Service price recommendations for the 2013-2014 school year
- D. Action pertaining to approval of the contract with Ruffell Reimbursements for Medicaid claim processing services
- E. Action authorizing and directing the school district clerk to file a Certificate of Designation with the New York Secretary of State designating the school district clerk as Agent for service of process
- F. Action pertaining to approval of CSE/CPSE recommendations

Consent Agenda

- G. Action pertaining to approval of minutes of the Board of Education meeting(s):
 - 1. Minutes of the meeting of June 25, 2013
- H. Action pertaining to ratification of the superintendent's contract effective July 1, 2013

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

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

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

Personnel
Actions

**MOTION PERTAINING TO APPROVAL OF
PERSONNEL ACTIONS**

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

Questions were raised regarding Item 4 (hiring .5 teacher at Leary) and Item 15 (missing rates). Explanations were provided. Mrs. Smith asked if PBIS work was done during the school year or summer. Mrs. Anselme said, "summer" and provided an explanation.

6. Child Abuse Reporting – Annual Training (Reference Appendix #6)

Child Abuse
Reporting –
Annual Training

Mrs. Anselme, assistant superintendent of Student and Family Services, provided the annual training on child abuse reporting. She explained that the person who has found or suspects mistreatment has to be the one to make the call to Child Protective Services (CPS). She said in Rush-Henrietta, not everyone is comfortable making the report and thus why we have social workers available to walk people through the process. She also reiterated that it's better to be safe than sorry. Mrs. Anselme also stated that for community members wanting to make a report, we can help them, but they also have to be able to make the report themselves. Dr. Graham reiterates this information at his first staff meeting of the year.

7. Superintendent's Report

Superintendent's
Report

A. Written Information (Reference Appendices #7A, 1-2)

1. Corporal Punishment Report

Dr. Graham said there was a report. A parent of an elementary school student thought their child had been shaken. This was investigated fully and reported to the State Education Department during the last six months.

2. Event Supervision Report

Dr. Graham explained that on the third page of the report the in-service givers are the teachers/instructors and the in-service takers are the teachers receiving the instruction. Dr. Graham asked if the board still would like to receive this report. He said the purpose of it was to monitor that work was being spread out evenly. The board currently would like to continue receiving the report.

B. Oral Information

Dr. Graham reminded board members about the Strategic Planning Forum, to be held from 8 a.m. to noon, Monday, August 12, at Roth Middle School. He provided a brief explanation of the format for this year's forum.

8. New Business

New Business

A. Board Policies Update

Dr. Graham updated the board on the status of district policies. He asked for the board's permission to delay the quarterly review for two quarters as there is a plan for getting everything caught up and posted online. We should be back on track in

January. Board members were ok with the postponement. Dr. Graham explained that there will be a Policy Committee meeting and that those items would be included in the January completion date. The expectation is that by the second meeting all policies will be updated and posted.

Mrs. Reinhardt suggested a board retreat to review the board's self-evaluations. She asked that all evaluations be turned into Mrs. Flanigan as soon as possible for use at the July retreat. Discussion ensued.

9. Board Meeting Recap

- The board retreat will be held at 6 p.m. Tuesday, July 23.
- The Strategic Planning Forum will be held from 8 a.m. to noon Monday, August 12.

Meeting Recap

10. Executive Session to discuss the pending retirement of a specific administrator

Executive Session

**MOTION TO ENTER EXECUTIVE SESSION AT 6:48 P.M.
TO DISCUSS THE PENDING RETIREMENT OF A
SPECIFIC ADMINISTRATOR
MOVED: Mr. Bower
SECONDED: Mrs. Reinhardt
MOTION CARRIED: 7-0**

**MOTION TO EXIT EXECUTIVE SESSION AT 7:01 P.M.
MOVED: Mrs. Wickerham
SECONDED: Mrs. Smith
MOTION CARRIED: 7-0**

11. Adjournment

Adjournment

**MOTION TO ADJOURN THE MEETING AT 7:02 P.M.
MOVED: Mrs. Wickerham
SECONDED: Mr. Bower
MOTION CARRIED: 7-0**

Respectfully submitted,

Karen A. Flanigan
School District Clerk
Board Approved: August 13, 2013