

RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT

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

Board of Education

Robert C. Bower
Jean M. Chaudari
Diane E. McBride
Rosie B. Mitchell
Pamela J. Reinhardt
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 9, 2013

ANNUAL REORGANIZATIONAL 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.

A. Call to Order (by the school district clerk), Pledge of Allegiance, Introductions

The annual reorganizational meeting of the Rush-Henrietta Central School District was called to order by Karen Flanigan, the school district clerk, at 6 p.m. The Pledge of Allegiance was recited. Introductions were not necessary as there was no one in the audience.

B. Oath of Office of new board members administered by the school attorney

1. Jean M. Chaudari
2. Phyllis P. Wickerham

The Oath of Office was administered by George DesMarteau, school attorney, to Jean M. Chaudari and Phyllis P. Wickerham, who were each re-elected to a three-year term of office.

C. Election of the president of the board (The president shall assume office immediately after being elected and preside over the remainder of the reorganizational meeting.)

Action pertaining to election of the president of the Board of Education

Mrs. Flanigan stated the next order of business was the election of the president of the Board of Education. She called on Mrs. Wickerham, who as a member of the nominating committee reported on nominations for president of the Board of Education. Mrs. Wickerham said the nominating committee polled all board members and Mrs. McBride had been nominated for president of the Board of Education. Mrs. Flanigan asked if there were any further nominations, and there were none.

MOTION TO CLOSE THE NOMINATIONS FOR PRESIDENT OF THE BOARD OF EDUCATION

MOVED: Mrs. Wickerham

SECONDED: Mrs. Smith

MOTION CARRIED: 7-0

Mrs. Flanigan called for a vote and Mrs. McBride was unanimously elected president of the Board of Education for the 2013-14 school year. Mr. DesMarteau administered the oath of office to Mrs. McBride and she assumed the duties of president of the Board of Education.

D. Election of the vice president of the board

Action pertaining to election of the vice president of the Board of Education

Mrs. McBride called on Mrs. Wickerham for her report. Mrs. Wickerham said the nominating committee polled all board members and Mrs. Reinhardt had been nominated for vice president of the Board of Education. Mrs. McBride asked if there were any further nominations, and there were none.

**MOTION TO CLOSE THE NOMINATIONS FOR
VICE PRESIDENT OF THE BOARD OF EDUCATION**

MOVED: Mrs. Wickerham

SECONDED: Mrs. Smith

MOTION CARRIED: 7-0

Mrs. McBride called for a vote and Mrs. Reinhardt was unanimously elected vice president of the Board of Education for the 2013-14 school year. Mr. DesMarteau administered the oath of office to Mrs. Reinhardt and she assumed the duties of vice president of the Board of Education.

E. Appointment of and designation of salaries or fees (if any) of the following officers: (Reference Appendix E)

1. Attendance Officer
2. School District Clerk
3. Acting School District Clerk
4. Treasurer
5. Deputy Treasurer
6. Tax Collector
7. Claims Auditor
8. Deputy Claims Auditor
9. Finance & Audit Committee Community Member
10. Purchasing Agent
11. Deputy Purchasing Agent
12. Records Access Officer
13. Records Management Officer

MOTION PERTAINING TO APPROVAL OF AGENDA ITEM E

MOVED: Mrs. Chaudari

SECONDED: Mrs. Wickerham

MOTION CARRIED: 7-0

F. Appointment of and designation of salaries or fees (if any) of the following positions, advisors, and firms: (Reference Appendices F, F1-3, F5-9, F12, and F14-15)

1. School Attorney
2. School Physician
3. District Legal Advisors
4. Asbestos Designee
5. Insurance Consultant
6. Central Treasurers for Extra Classroom Activity Accounts
7. External Auditor
8. Fiscal Advisor
9. Bond Counsel
10. Health Care Plan Administrator
11. District Enrollment Facilitator
12. District Architect
13. District Engineer
14. Internal Auditor
15. Third Party Administrator of 403(b) Plan

MOTION PERTAINING TO APPROVAL OF AGENDA ITEM F

MOVED: Mrs. Reinhardt

SECONDED: Mr. Bower

MOTION CARRIED: 7-0

Mrs. Wickerham had questions regarding Items F3 and F9. Both questions were answered. Mrs. Reinhardt asked if by approving the internal auditor contract, the district had to use him every year. Mr. Whitmore said yes, and Dr. Graham explained that the district had discretion over the scope of the audit.

G. Resolution bonding the following personnel: (Reference Appendix G)

1. School District Clerk
2. Treasurer
3. Deputy Treasurer
4. Central Treasurers for Extra Classroom Activity Accounts
5. District Couriers

MOTION PERTAINING TO APPROVAL OF AGENDA ITEM G

MOVED: Mrs. Wickerham

SECONDED: Mrs. Smith

MOTION CARRIED: 7-0

H. Resolution to designate depositories (Reference Appendix H)

1. JP Morgan Chase & Co.
2. HSBC Bank, N.A.
3. Citizens Bank
4. Manufacturers & Traders Trust Co.
5. First Niagara Commercial Bank
6. Key Bank
7. Bank of America
8. Canandaigua National Bank
9. Five Star Bank

MOTION PERTAINING TO APPROVAL OF AGENDA ITEM H

MOVED: Mrs. Mitchell

SECONDED: Mrs. Chaudari

MOTION CARRIED: 7-0

I. Resolution designating depositories for each of the following school funds: (Reference Appendix I)

1. General Funds
2. School Lunch Account
3. Student State Accounts (extra-curricular accounts)
4. Payroll Account
5. Special Aid Fund Account
6. Trust and Agency Account
7. Capital Funds
8. Health Care Plan Fund
9. Elmer Gordon Scholarship Fund
10. Henrietta Chamber of Commerce William J. Welch Memorial Scholarship Fund
11. Arts Alive! Raymond R. Delaney Arts Recognition Award Scholarship Fund
12. Louis J. Mitchell Scholarship Fund
13. Flexible Spending Account
14. Auerbacher Trust
15. Government Premier Money Market Accounts
16. Christopher Tanski Memorial Scholarship Account
17. Capital Reserve Money Market Account
18. General Fund Reserves (unemployment, health care, tax certiorari, workers' compensation, bus)
19. Retirees' Health Reserve Money Market Account
20. William A. Korn Scholarship

21. General Scholarship Fund

MOTION PERTAINING TO APPROVAL OF AGENDA ITEM I

MOVED: Mr. Bower

SECONDED: Mrs. Wickerham

MOTION CARRIED: 7-0

J. Resolution to establish the following petty cash funds (and to set the amount of each fund), each with regular monthly accounting. The assistant superintendent of School Finance and Operations shall be responsible for the establishment and maintenance of these funds. (Reference Appendix J)

1. Cafeteria Petty Cash Fund
2. Henry V. Burger Middle School Store Petty Cash Fund
3. Rush-Henrietta Senior High School Ticket Sales Petty Cash Fund
4. Continuing Education Program Petty Cash Fund
5. Continuing Education Pool/Swim Program Petty Cash Fund

MOTION PERTAINING TO APPROVAL OF AGENDA ITEM J

MOVED: Mrs. Chaudari

SECONDED: Mrs. Mitchell

MOTION CARRIED: 7-0

K. Other Financial Matters (Reference Appendices K and K6)

1. Resolution authorizing the superintendent to transfer funds in accordance with Policy 6150
2. Resolution authorizing the president of the board, from time to time, as he/she should see fit in his/her discretion, to temporarily invest proceeds of the sale of bonds, bond anticipation notes, or capital notes in the investments authorized and set forth in Section 165 of the Local Finance Law
3. Resolution authorizing the treasurer to temporarily invest such portions of the General Funds and Trust and Agency Funds of the school district and all such other funds that the board may establish and that the treasurer may have control of, and as are not immediately needed, in the form of investments set forth by Section 1723(a) of the Education Law as amended
4. Resolution authorizing wire transfer of state aid funds
5. Resolution delegating power to the president of the board to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes
6. Resolution approving the Budget Preparation Calendar and Budget Preparation Regulation for the following school year's budget in accordance with Policy 6110, Budget Planning (6110-E.2) (6110-R)
7. Resolution authorizing the compensation of Section V athletic officials
8. Resolution authorizing the school finance administrator to correct errors on tax rolls up to \$2,500
9. Resolution authorizing the assistant superintendent of School Finance and Operations, or designee, to certify all payrolls
10. Resolution authorizing the treasurer and deputy treasurer to sign all checks for the district and be able to use an electronic signature

MOTION PERTAINING TO APPROVAL OF AGENDA ITEM K

MOVED: Mrs. Smith

SECONDED: Mr. Bower

MOTION CARRIED: 7-0

L. District Designations (Reference Appendices L1-7)

1. Resolution designating an administrator to act as the Board of Education's agent with regard to the Rush-Henrietta Central School District's participation in the National School Lunch/School Breakfast/Special Milk Programs
2. Resolution regarding designation of acting superintendent in the absence of the superintendent
3. Resolution regarding designation of acting principals for the various schools of the district in the absence of the principals

4. Resolution regarding designation of acting school administrator at the Vollmer Learning Center
5. Resolution designating an administrator to serve as the Section 504 coordinator in accordance with Policy 4323 (4323-R)
6. Resolution designating an administrator to serve as district wellness coordinator in accordance with Policy 5405
7. Resolution designating staff to accept service on behalf of the district in the absence of the school district clerk

**MOTION PERTAINING TO APPROVAL
OF AGENDA ITEMS L1-7
MOVED: Mrs. Chaudari
SECONDED: Mrs. Wickerham
MOTION CARRIED: 7-0**

Two updated handouts were walked in (L2 and L3).

M. Miscellaneous Items (Reference Appendices M1-17)

1. Resolution approving district membership in organizations
2. Resolution recognizing official school-related associations
3. Resolution designating the date, time, and location of regular meetings of the board
4. Resolution designating the official newspapers for advertising legal notices
5. Resolution authorizing the superintendent to appoint employees to vacancies, which may occur between board meetings, subject to approval of the board
6. Resolution delegating to the superintendent the authority to authorize educational field trips and conferences for staff members. All trips authorized shall be reported to the board.
7. Approval of a fee schedule for the copying of records requested in accordance with Policy 1120 (1120-E.1)
8. Approval of a fee schedule for the use of school facilities in accordance with Policy 1500 (1500-E.2)
9. Approval of a fee schedule for professional services in accordance with Policy 4321.3 (4321.3-E)
10. Resolution authorizing all Board of Education members to assist the president of the board in signing high school diplomas
11. Reaffirmation or modification of Section II of this policy (2210), which may be changed at the Annual Reorganizational Meeting by majority vote of the board
12. Approval of the list of members of CSE/CPSE for the school year
13. Approval of the list of impartial hearing officers for the school year
14. Resolution authorizing the superintendent, or designee, to enter into Memorandums of Agreement with various bargaining units
15. Resolution authorizing the board president, superintendent, and school district clerk to execute contracts for health services provided to other school districts
16. Resolution authorizing the superintendent, or designee, to approve construction change orders
17. Resolution authorizing the superintendent to sign/submit grant proposals

**MOTION PERTAINING TO APPROVAL
OF AGENDA ITEMS M1-17
MOVED: Mrs. Reinhardt
SECONDED: Mr. Bower
MOTION CARRIED: 7-0**

Item M2, bullet 3 – Crane School Parent Teacher Association (PTA) should be Parent Teacher Organization (PTO). Item M11 – Dr. Graham provided an explanation for the strike/bold changes.

N. Board Appointments (Reference Appendices N, N1, and N3-6)

1. Administrative members to the Teacher Center Policy Board
2. Continuation of board-established committees (Policy Committee and Finance & Audit Committee)
3. Board members by the president of the board to various committees and/or positions

4. Chairperson of the Arts Alive! Raymond R. Delaney Arts Recognition Award
5. Districtwide Safety Committee
6. Professional Development Advisory Council members

**MOTION PERTAINING TO APPROVAL OF AGENDA
ITEM N WITH CHANGES TO N3 AND N5**

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

The below changes were made to Items N3 and N5. Mrs. Flanigan will update N3 and distribute the document.

- N3 – Roth Middle School liaison – replace Jean Chaudari with Sue Smith
- N3 – MCSBA Information Exchange Committee – replace Phyllis Wickerham with Sue Smith
- N3 – MCSBA Legislative Committee – replace Phyllis Wickerham with Bob Bower
- N5 – Replace Michael Sweeney, Assistant Principal, Burger Middle School with Chris Barker
- N5 – Replace Chris Barker, Assistant Principal, Rush-Henrietta Senior High School with Jon Sanfratello

O. Adjournment

MOTION TO ADJOURN THE MEETING AT 6:20 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