



**Tuesday, July 8, 2014**  
**Annual Reorganizational Meeting Minutes**

**RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT**

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

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*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.*

**In Attendance:**

**Board members:** Robert C. Bower  
Jean M. Chaudari  
Diane E. McBride  
Rosie B. Mitchell  
Pamela J. Reinhardt  
Sue A. Smith  
Phyllis P. Wickerham

**Others:** Dr. J. Kenneth Graham Jr., Superintendent of Schools  
Mr. George DesMarteau, School Attorney  
Mrs. Nerlande Anselme, Assistant Superintendent, Student and Family Services  
Dr. Patrick McCue, Assistant Superintendent, Human Resources and Strategic Initiatives  
Mr. Andrew Whitmore, Assistant Superintendent, School Finance and Operations  
Mrs. Dina Wilson, Assistant Superintendent, Curriculum and Instruction  
Mrs. Karen Flanigan, School District Clerk

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

**A. Board of Education Members, Superintendent of Schools, School District Clerk**

See above.

**B. Meeting Information**

The annual reorganizational meeting of the Board of Education of the Rush-Henrietta Central School District was held Tuesday, July 8, 2014, 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 – School District Clerk**

The meeting was called to order by Karen Flanigan, 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.

**3. OATH OF OFFICE OF ELECTED/REELECTED BOARD MEMBERS (ADMINISTERED BY THE SCHOOL ATTORNEY)**

- A. Robert C. Bower
- B. Diane E. McBride

The oath of office was administered by George DesMarteau, school attorney, to Robert C. Bower and Diane E. McBride, who each were reelected to a three-year term of office.

**4. ELECTION OF THE BOARD OF EDUCATION PRESIDENT – SCHOOL DISTRICT CLERK**

- A. Board President Oath of Office (administered by the school attorney)

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

Mrs. Flanigan stated the next order of business was the election of the Board of Education president. She called on Mrs. Wickerham, who as a member of the nominating committee reported on nominations for the Board of Education president. Mrs. Wickerham said the nominating committee polled all board members and Mrs.

McBride had been nominated for Board of Education president. Mrs. Flanigan asked if there were any further nominations, and there were none.

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

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

Mrs. Flanigan called for a vote and Mrs. McBride was unanimously elected Board of Education president for the 2014-15 school year. Mr. DesMarteau administered the oath of office to Mrs. McBride and she assumed the duties of Board of Education president.

**5. ELECTION OF THE BOARD OF EDUCATION VICE PRESIDENT – BOARD PRESIDENT**

- A. Board Vice President Oath of Office (administered by the school attorney)

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

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

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

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

Mrs. McBride called for a vote and Mrs. Wickerham was unanimously elected Board of Education vice president for the 2014-15 school year. Mr. DesMarteau administered the oath of office to Mrs. Wickerham and she assumed the duties of Board of Education vice president.

**6. APPOINTMENT OF AND DESIGNATION OF SALARIES OR FEES (IF ANY) OF DISTRICT OFFICERS (Reference appendix #6A)**

- A. Attendance Officer
- B. School District Clerk
- C. Acting School District Clerk
- D. Treasurer
- E. Deputy Treasurer
- F. Tax Collector
- G. Claims Auditor
- H. Deputy Claims Auditor
- I. Finance & Audit Committee Community Member
- J. Purchasing Agent
- K. Deputy Purchasing Agent
- L. Records Access Officer
- M. Records Management Officer
- N. Medicaid Compliance Officer

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #6A-N**

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

**7. APPOINTMENT OF AND DESIGNATION OF SALARIES OR FEES (IF ANY) OF POSITIONS, ADVISORS, AND FIRMS (Reference appendices #7A-C, E-I, L, and N-O)**

- A. School Attorney
- B. School Physician
- C. District Legal Advisors
- D. Asbestos Designee

- E. Insurance Consultant
- F. Central Treasurers for Extra Classroom Activity Accounts
- G. External Auditor
- H. Fiscal Advisor
- I. Bond Counsel
- J. Health Care Plan Administrator
- K. District Enrollment Facilitator
- L. District Architect
- M. District Engineer
- N. Internal Auditor
- O. Third Party Administrator of 403(b) Plan

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #7A-O**

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

**8. RESOLUTION BONDING PERSONNEL (Reference appendix #8A)**

- A. School District Clerk
- B. Treasurer
- C. Deputy Treasurer
- D. Central Treasurers for Extra Classroom Activity Accounts
- E. District Couriers

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #8A-E**

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

**9. RESOLUTION DESIGNATING DEPOSITORIES (Reference appendix #9A)**

- A. JP Morgan Chase & Co.
- B. HSBC Bank, N.A.
- C. Citizens Bank
- D. Manufacturers & Traders Trust Co.
- E. First Niagara Commercial Bank
- F. Key Bank
- G. Bank of America
- H. Canandaigua National Bank
- I. Five Star Bank

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #9A-I**

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

**10. RESOLUTION DESIGNATING DEPOSITORIES FOR SCHOOL FUNDS (Reference appendix #10A)**

- A. General Funds
- B. School Lunch Account
- C. Student State Accounts (extracurricular accounts)
- D. Payroll Account
- E. Special Aid Fund Account
- F. Trust and Agency Account
- G. Capital Funds
- H. Health Care Plan Fund
- I. Elmer Gordon Scholarship Fund
- J. Henrietta Chamber of Commerce William J. Welch Memorial Scholarship Fund
- K. Arts Alive! Raymond R. Delaney Arts Recognition Award Scholarship Fund
- L. Louis J. Mitchell Scholarship Fund
- M. Flexible Spending Account
- N. Auerbacher Trust

- O. Government Premier Money Market Accounts
- P. Christopher Tanski Memorial Scholarship Account
- Q. Capital Reserve Money Market Account
- R. General Fund Reserves (unemployment, health care, tax certiorari, workers' compensation, bus)
- S. Retirees' Health Reserve Money Market Account
- T. William A. Korn Scholarship
- U. General Scholarship Fund
- V. Debt Service Fund
- W. Debt Reserve Money Market

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #10A-W**  
**MOVED: Mrs. Smith**  
**SECONDED: Mrs. Reinhardt**  
**MOTION CARRIED: 7-0**

**11. RESOLUTION ESTABLISHING PETTY CASH FUNDS (Reference appendix #11A)**

- A. Cafeteria Petty Cash Fund
- B. Rush-Henrietta Senior High School Ticket Sales Petty Cash Fund
- C. Continuing Education Program Petty Cash Fund
- D. Continuing Education Pool/Swim Program Petty Cash Fund

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #11A-D**  
**MOVED: Mrs. Chaudari**  
**SECONDED: Mr. Bower**  
**MOTION CARRIED: 7-0**

**12. AUTHORIZATIONS FOR OTHER FINANCIAL MATTERS (Reference appendices #12A and #12F)**

- A. Resolution authorizing the superintendent to transfer funds in accordance with Policy 6150
- B. 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
- C. 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
- D. Resolution authorizing wire transfer of state aid funds
- E. 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
- F. Resolution approving the Budget Preparation Calendar for the following school year's budget in accordance with Policy 6110, Budget Planning (6110-E.2)
- G. Resolution authorizing the compensation of Section V athletic officials
- H. Resolution authorizing the school finance administrator to correct errors on tax rolls up to \$2,500
- I. Resolution authorizing the Assistant Superintendent of School Finance and Operations, or designee, to certify all payrolls
- J. Resolution authorizing the treasurer and deputy treasurer to sign all checks for the district and be able to use an electronic signature
- K. Resolution authorizing the superintendent and/or designee to authorize all overtime to be worked by employees of the district

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #12A-K**  
**MOVED: Mrs. Smith**  
**SECONDED: Mrs. Mitchell**  
**MOTION CARRIED: 7-0**

**13. DISTRICT DESIGNATIONS (Reference appendices #13A-G)**

- A. 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
- B. Resolution regarding designation of an acting superintendent in the absence of the superintendent

- C. Resolution regarding designation of acting principals for the various schools of the district in the absence of the principals
- D. Resolution regarding designation of an acting school administrator at the Vollmer Learning Center
- E. Resolution designating an administrator to serve as the Section 504 coordinator in accordance with Policy 4323 (4323-R)
- F. Resolution designating an administrator to serve as district wellness coordinator in accordance with Policy 5405
- G. 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 #13A-G**

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

**14. MISCELLANEOUS ITEMS (Reference appendices #14A-Q)**

- A. Resolution approving district membership in organizations
- B. Resolution recognizing official school-related associations
- C. Resolution designating the date, time, and location of regular meetings of the board
- D. Resolution designating the official newspapers for advertising legal notices
- E. Resolution authorizing the superintendent to appoint employees to vacancies, which may occur between board meetings, subject to approval of the board
- F. 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.
- G. Approval of a fee schedule for the copying of records requested in accordance with Policy 1120 (1120-E.1)
- H. Approval of a fee schedule for the use of school facilities in accordance with Policy 1500 (1500-E.2)
- I. Approval of a fee schedule for professional services in accordance with Policy 4321.3 (4321.3-R, 4321.3-E)
- J. Resolution authorizing all Board of Education members to assist the president of the board in signing high school diplomas
- K. 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
- L. Approval of the list of members of CSE/CPSE for the school year
- M. Approval of the list of impartial hearing officers for the school year
- N. Resolution authorizing the superintendent, or designee, to enter into Memorandums of Agreement with various bargaining units
- O. Resolution authorizing the board president, superintendent, and school district clerk to execute contracts for health services provided to other school districts
- P. Resolution authorizing the superintendent, or designee, to approve construction change orders
- Q. Resolution authorizing the superintendent to sign/submit grant proposals

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #14A-Q**

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

Mrs. Anselme provided an explanation of the new group under #14B, Multicultural Parent Advisory Council (MPAC), formerly the Parker Parent Group. She said Mr. Will Hall will be the district liaison, the council's bylaws have already been established, and the group has been meeting since last year and has some great goals in place. Mr. Hall spoke on behalf of MPAC. Mrs. McBride said the board would select a liaison to MPAC, and the council would be added to the board's liaison list. Mrs. Wickerham was informed that committee bylaws would be housed with the school district clerk.

**15. BOARD APPOINTMENTS (Reference appendices #15A, C-F)**

- A. Administrative members to the Teacher Center Policy Board
- B. Continuation of board-established committees (Policy Committee and Finance & Audit Committee)
- C. Board members by the president of the board to various committees and/or positions
- D. Chairperson of the Arts Alive! Raymond R. Delaney Arts Recognition Award
- E. Districtwide Safety Committee
- F. Professional Development Advisory Council members

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #15A-F**

**MOVED: Mrs. Chaudari**

**SECONDED: Mr. Bower**  
**MOTION CARRIED: 7-0**

The Multicultural Parent Advisory Council meetings will be held on Monday's, but dates have not yet been decided. Mrs. Smith would like to know when the Continuing Education Advisory Council meetings will be held. Board members revised their board appointments and liaisons list.

**16. CLOSING OF MEETING**

A. Adjournment

**MOTION TO ADJOURN THE MEETING AT 6:26 P.M.**

**MOVED: Mrs. Smith**

**SECONDED: Mrs. Wickerham**

**MOTION CARRIED: 7-0**

**C. Next Board of Education Meeting**

The next Board of Education meeting is scheduled for 6 p.m. Tuesday, August 12, 2014.

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: August 12, 2014*