



**Tuesday, July 12, 2016
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.

In Attendance:

Board members: Mr. Robert L. Cook, President
Mr. Sean P. McCormick, Vice President
Mr. Simeon I. Banister
Mr. Robert C. Bower
Mrs. Diane E. McBride
Mrs. Sue A. Smith
Mrs. Annmarie Strzyzynski

Others: Dr. J. Kenneth Graham Jr., Superintendent of Schools
Mr. George DesMarteau, School Attorney
Mrs. Karen A. Flanigan, School District Clerk
Ms. 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
Ms. Dina Wilson, Assistant Superintendent, Curriculum and Instruction

1. THE BUSINESS MEETING WILL BEGIN FOLLOWING THE REORGANIZATIONAL MEETING

Mr. Cook explained to the members of the audience the items that were approved during the reorganizational meeting before beginning the regular business meeting. Mr. Bower and Mrs. McBride included a few additional items that were approved during the reorganizational meeting.

2. OPENING OF PUBLIC MEETING

A. Call to Order, Agenda Review, and Announcements

Mr. Cook called the regular meeting to order at 7:47 p.m. There were no announcements.

3. BOARD RECOGNITIONS

Dr. Graham welcomed the two new board members, Mr. Banister and Mrs. Strzyzynski, and presented each with a Rush-Henrietta service pin and a portfolio. He provided an explanation as to the meaning behind the pin and its relevancy to both the red marble apple (awarded to tenure recipients) and crystal apple (awarded to retirees). Mr. Cook also recognized them with Monroe County School Boards Association (MCSBA) membership pins given to newly elected board members.

4. PUBLIC FORUM

There was one person in the audience wishing to speak.

Sheila Buck – 2071 Harris Road, Penfield, NY 14526 – Welcome

Ms. Buck thanked members of the Board of Education for their service to the district, said she is a music teacher at Crane Elementary School and president of the RHEA Teachers' Chapter, and that she is incredibly impressed with the amount of time board members dedicate to the district. She read the below statement.

I would like to thank each of you for your generous service to the children of Rush-Henrietta. The more than 1,000 members of the Rush-Henrietta Employees' Association would like to give a warm welcome to all of you, and offer our best wishes to Mrs. Strzyzynski and Mr. Banister as you both begin your tenure tonight. This past year was marked by a redefinition of the relationship between the RHEA and the district. The members of the RHEA are committed to continuous improvement, and always work diligently to best serve the needs of our students. Our hope is that the district, the Board of Education, and the members of the RHEA will work cooperatively to reach our shared goal of excellence for our education community. The members of the RHEA look forward to the opportunity to provide feedback to the members of the board on the initiatives and programs we are tasked with implementing, as well as to share our professional thoughts on what is needed in our classrooms and throughout the district. Please do not hesitate to call on us to help you serve our community in the best way possible. After all, we, the board, the administration, and the RHEA, are in this job together. It is our obligation and privilege to work as partners in our service to our community.

5. CONSENT AGENDA ITEMS FOR ROUTINE MATTERS (Reference appendices #5A-E)

- A. Action pertaining to acceptance of Food Service price recommendations for the 2016-17 school year
- B. Action pertaining to the award of bids – 6-wheel cab chassis with snow plow
- C. Action pertaining to approval of a Food Service personnel manual
- D. Action pertaining to approval of CSE/CPSE recommendations
- E. Action pertaining to approval of Board of Education meeting minutes – 6/28/16

Mrs. Smith questioned Rush-Henrietta's higher milk prices in Item #5A. Mr. Whitmore will look into it. The item will be deleted from the agenda and added to the August 9 board meeting.

**MOTION PERTAINING TO ACCEPTANCE
OF CONSENT AGENDA ITEMS #5B-E**

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

6. PERSONNEL ACTIONS (Reference appendix #6A)

- A. Action pertaining to approval of personnel actions

**MOTION PERTAINING TO APPROVAL
OF PERSONNEL ACTIONS**

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

7. WORKSHOP: CHILD ABUSE REPORTING – ANNUAL TRAINING (Reference appendix #7A)

A. Child Abuse Reporting-Annual Training Workshop material

Ms. Anselme spoke about the administrative guideline regarding training to address the identification and reporting of child abuse and maltreatment. She said it is one of the most comprehensive packets provided on a yearly basis and how imperative it is that new board members know what the procedure is in school buildings. She stressed the importance of making a report if a staff member suspects possible child abuse or maltreatment. She also said if anyone is apprehensive about making the call to Child Protective Services (CPS), mental health professionals are available to walk you through the process and offer support so you can make the call. Our job is not to pass judgment, but to make the call and let CPS handle. Ms. Anselme said it is sometimes better to call the state-mandated number in Albany and they will make sure Monroe County follows through.

She talked about a newly created form, Child Protective Service Student Interview Request Form, which will help to document the who, what, where, why, and when of CPS visits to schools. She explained the form, the reasons for using it, and is recommending it be put in place. Discussion ensued. Mr. Bower asked if CPS workers would be familiar with the form. Ms. Anselme does not believe they will be surprised with it. Mr. Cook feels the form is reasonable to use, but if CPS

workers refuse to complete it, we have to abide and cannot make it mandatory. Ms. Anselme suggested placing a note on the form stating this. Mrs. Smith asked if it should be added to policies as an exhibit. Ms. Anselme will submit it to Policy Committee for review.

8. WORKSHOP: BOARDDOCS

A. Action pertaining to approval of the fee to convert district policies to the BoardDocs system

Dr. Graham and Mrs. Flanigan, school district clerk, reported on their phone call with BoardDocs confirming the fee of \$5,000 to convert district policies to BoardDocs. The timeframe for getting in the queue to have this done is Spring 2017, with a full rollover implementation by this time next year. Discussion then ensued regarding where the money would come from to do this. Dr. Graham stated that it was a one-time fee and suggested the board's travel budget be used this year. He explained that air travel is not necessary for the NYSSBA Conference and the board could send two members instead of three to the national conference. Mr. Cook would like further discussion due to having new board members. Mrs. Smith suggested revisiting this topic after the board budget quarterly report.

9. WORKSHOP: VIDEO STREAMING (Reference appendix #9A)

A. Video Streaming Report

Dr. Graham explained that the report in the board packet was the same as was originally presented at the beginning of the budget process. Discussion ensued regarding various options for video streaming, including partnering with Rochester Institute of Technology (thought to be more expensive), using BOCES (aidable), doubling efforts to communicate board information to the community, and student involvement. Mrs. McBride said when this topic was discussed at MCSBA presidents' meetings, the expense is why more people are not using video streaming. Mr. Cook suggested doing a little more research for other low-cost options in order to begin using video streaming on a test basis. Mr. Anderson is hoping to have some information for the August meeting.

10. SUPERINTENDENT'S REPORT (Reference appendices #10A-B)

A. Written: Event Supervision Report – 4th Quarter

Mrs. Smith inquired about the multiple reports for this topic. Mrs. Flanigan explained that everything was included, but the system was providing reports in a different format.

B. Written: Corporal Punishment Report – 2nd Semester

This information is now submitted electronically. There were no questions or comments.

C. Oral Information

- Good News – The SMART bond paperwork has been cleared. The district is now in the queue to have access to those dollars.
- Dr. Graham and Mr. Whitmore will be meeting with Wilmorite regarding The Marketplace Mall and the possible restructuring of COMIDA payments to the district, which could mean the elimination of \$1 million to the district. He explained and said the district will begin the budget process a little earlier this year for this reason. Supervisor Moore and the town board are taking a similar position as Rush-Henrietta. The district will listen to the proposal which is asking the district to alter the current agreement.

11. NEW BUSINESS (Reference appendices #11A-B)

A. Board Budget Quarterly Report

Board members discussed their budget. They mentioned rethinking how the transfer of board policies to BoardDocs will be paid for and resumed the conversation regarding it. A motion was made to transfer the policies to BoardDocs. A discussion will take place at the August meeting as to where the money will come from.

**MOTION PERTAINING TO THE CONVERSION
OF DISTRICT POLICIES TO BOARDDOCS,
NOT TO EXCEED \$5,000**

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

B. Staff Appreciation Letter – Draft

Dr. Graham thought the board should take a moment to reflect on the staff appreciation letter and its purpose. Discussion ensued regarding comments heard and suggested options. Dr. Graham said a personal presence is what's valued. Travis Anderson, senior information specialist in the Community Relations office, said there had not been much feedback regarding the letter until last year. Staff appreciate time spent on the letter, but said it is strictly teacher centered and half the employees are not really addressed. Board members continued discussing the right vehicle to use to reach out and make an impact. Dr. Graham said if a school visit is going to take place, it's important that it be on the same day as the opening, not necessarily at the same time. He can get times from schools for board members to work from. The consensus was for all board members to be in one location for the opening day event and then to split up to visit the schools. A letter will be drafted for review at the August meeting and then posted to the district intranet.

Mrs. McBride noted that she was missing one board member evaluation. Please let her know if it is from someone in attendance so she can compile the information for the board retreat.

12. CLOSING OF MEETING

A. Board Meeting Recap

- Board retreat – rescheduled to 6 p.m. Tuesday, July 26.
- Policy Committee meetings – 7:30 to 9 a.m. Friday, July 15 and Monday July 25.
- Consent agenda item #5A – pulled from board packet for further investigation and reporting back to the board.
- New child abuse policy form for schools will be reviewed and sent to Policy Committee.
- Board members would like to have district policies transferred to BoardDocs. Payment options will be discussed at a future meeting.
- Video streaming – Mr. Anderson will further investigate and report back.
- Dr. Graham and Mr. Whitmore will meet with Wilmorite regarding a COMIDA agreement.
- Staff Appreciation Day – The staff appreciation letter will be posted to the district intranet and board members will visit the schools following staff kickoff.

B. Adjournment

MOTION TO ADJOURN THE MEETING AT 8:57 P.M.

MOVED: Mr. Bower

SECONDED: Mrs. McBride

MOTION CARRIED: 7-0

C. Next Board of Education Meeting

The next Board of Education meeting is scheduled for 6 p.m. Tuesday, August 9, 2016.

Respectfully submitted,

Karen A. Flanigan
School District Clerk

Board Approved: August 9, 2016