



**Tuesday, July 12, 2016**  
**Annual Reorganizational 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. Simeon I. Banister  
Mr. Robert C. Bower  
Mr. Robert L. Cook  
Mrs. Diane E. McBride  
Mr. Sean P. McCormick  
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. BOARD OF EDUCATION MEETING – GENERAL**

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

See above attendance.

**B. Meeting Information**

The annual reorganizational meeting of the Board of Education of the Rush-Henrietta Central School District was held Tuesday, July 12, 2016, in the Dee Strickland Conference Room at the Parker Administration Building, 2034 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 and introductions done.

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

- A. Mr. Simeon I. Banister
- B. Mrs. Annmarie Strzyzynski

The oath of office was administered by George DesMarteau, school attorney, to Mr. Simeon I. Banister and Mrs. Annmarie Strzyzynski, who were each elected to a three-year term of office.

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

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

Mrs. Flanigan stated that the next order of business was the election of the Board of Education president and called on Mrs. Smith, as a member of the nominating committee, for its report. Mrs. Smith said the nominating committee was placing Mr. Cook's name in nomination for Board of Education president. Mrs. Flanigan asked if there were any further nominations, and there were none.

**MOTION TO ELECT MR. COOK AS  
BOARD OF EDUCATION PRESIDENT  
FOR THE 2016-17 SCHOOL YEAR  
MOVED: Mrs. Smith  
SECONDED: Mrs. McBride  
MOTION CARRIED: 7-0**

**B. Board of Education president oath of office (administered by the school attorney)**

Mr. DesMarteau administered the oath of office to Mr. Cook and he assumed the duties of Board of Education president.

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

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

The president called on Mr. Bower, as a member of the nominating committee, for its report. Mr. Bower said the nominating committee was placing two names in nomination for Board of Education vice president – Mr. McCormick and Mrs. Smith. The president, noting that nominations do not require a second, asked if anyone wished to second either nomination. Mrs. Strzyzynski thereupon seconded the nomination of Mr. McCormick. Mrs. Smith thereupon seconded her own nomination. The president asked if there were any further nominations and there were none. Each candidate said a few words as to why they would like to be vice president and then a roll call vote was taken.

- Mr. Banister – vote cast for Mr. McCormick
- Mr. Bower – vote cast for Mrs. Smith
- Mr. Cook – vote cast for Mr. McCormick
- Mrs. McBride – vote cast for Mrs. Smith
- Mr. McCormick – vote cast for Mr. McCormick
- Mrs. Smith – vote cast for Mrs. Smith
- Mrs. Strzyzynski – vote cast for Mr. McCormick

Mr. McCormick was elected Board of Education vice president for the 2016-17 school year by a vote of 4 to 3.

**B. Board of Education vice president oath of office (administered by the school attorney)**

Mr. DesMarteau administered the oath of office to Mr. McCormick and he assumed the duties of Board of Education vice president.

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

- 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(s)
- J. Purchasing Agent
- K. Deputy Purchasing Agent
- L. Records Access Officer
- M. Records Management Officer

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #6A-M  
MOVED: Mrs. McBride  
SECONDED: Mr. Bower  
MOTION CARRIED: 7-0**

**7. APPOINTMENT AND DESIGNATION OF SALARIES OR FEES (IF ANY) OF SCHOOL DISTRICT POSITIONS, ADVISORS, AND FIRMS (Reference appendices #7A-C, F-J, M, and O-Q)**

- A. School Attorney

- B. School Physician
- C. District Legal Advisors
- D. Asbestos Designee
- E. Chemical Hygiene Officer
- F. Insurance Consultant
- G. Central Treasurers for Extra Classroom Activity Accounts
- H. External Auditor
- I. Fiscal Advisor
- J. Bond Counsel
- K. Health Care Plan Administrator
- L. District Enrollment Facilitator
- M. District Architect
- N. District Engineer
- O. Internal Auditor
- P. Third Party Administrator of 403(b) Plan
- Q. Medicaid Claims Processor

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

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

**9. RESOLUTION DESIGNATING DEPOSITORIES (Reference appendices #9A, I)**

- A. JP Morgan Chase & Co.
- B. HSBC Bank, N.A.
- C. Citizens Bank
- D. Manufacturers & Traders Trust Co.
- E. Key Bank
- F. Bank of America
- G. Canandaigua National Bank
- H. Five Star Bank
- I. New York Cooperative Liquid Assets Securities System (NYCLASS)

Mrs. Smith asked for Mr. Whitmore to explain the difference between #9 and #10.

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

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

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEM #9H**

**MOVED: Mrs. McBride  
SECONDED: Mrs. Smith  
MOTION CARRIED: 6-0-1  
ABSTENTION: Mr. McCormick (employee of the bank)**

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

- A. General Funds

- B. School Lunch Account
- C. Student State Accounts (extra-curricular 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, capital, debt reserve)
- 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: Mr. Banister  
SECONDED: Mrs. Smith  
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: Mr. Bower  
SECONDED: Mrs. McBride  
MOTION CARRIED: 7-0**

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

- 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 and Budget Preparation Regulation for the following school year's budget in accordance with Policy 6110, Budget Planning (6110-R, 6110-E.2)
- G. Resolution authorizing the compensation of Section V athletic officials
- H. Resolution authorizing the Assistant Superintendent of School Finance and Operations 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 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
- L. Resolution directing the superintendent and/or designee to use, for Affordable Care Act reporting purposes only, specified standardized hours for a full month's sports coaching position, where paid on a stipend basis
- M. Resolution authorizing the district mileage reimbursement rate for the use of a personal vehicle while on authorized district business be established in accordance with Policy 6831

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEMS #12A-M**

**MOVED: Mrs. McBride**

**SECONDED: Mrs. Smith**

**MOTION CARRIED: 7-0**

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

- 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 of Good Shepherd School
- 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 an administrator to serve as the Medicaid compliance officer
- H. Resolution designating an administrator to serve as chief emergency officer
- I. 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-I**

**MOVED: Mrs. McBride**

**SECONDED: Mr. Banister**

**MOTION CARRIED: 7-0**

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

- 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
- R. Resolution approving the Medicaid Compliance Plan

Mrs. Smith asked a question regarding the cover memo in #14H (was the fee schedule adjusted or not). Mr. Whitmore said it was reviewed, but not sure if there were any changes. Mrs. Smith did not believe there had been any changes made; however, the resolution states that the board would be approving an adjusted schedule. The memo will need to be updated to reflect the deletion of the word “adjusted.”

**MOTION PERTAINING TO APPROVAL OF AGENDA  
ITEMS #14A-R WITH A CHANGE TO #14H**

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

**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. District Health and Safety Committee members
- F. Professional Development Advisory Committee members

Brad Malone, Information Technology director, walked board members through Item #15C via Google Docs. Board members reviewed the Board Appointments & Liaison list to decide who would represent what committee.

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

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

**MOTION PERTAINING TO APPROVAL OF AGENDA ITEM #15C**

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

**16. CLOSING OF MEETING**

- A. Adjournment

**MOTION TO ADJOURN THE MEETING AT 7:44 P.M.**

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

Respectfully submitted,

Karen A. Flanigan  
School District Clerk  
*Board Approved: August 9, 2016*