

**PHELPS- CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

**State Route 488**

**Clifton Springs, New York 14432**

**Board of Education Meeting**

**September 10, 2018 6:30 p.m.**

**Midlakes Primary School Board Room**

**Regular Meeting Minutes**

A regular meeting of the Board of Education of the Phelps-Clifton Springs Central School District was held on Monday, September 10, 2018 in the primary school board room.

The meeting was opened at 6:30 p.m. by President Ryan Davis.

**PLEDGE OF ALLIGIANCE**

**ROLL CALL**

Present were Board Members, Sheri Scherbyn, Jacob Amidon, Tracy Altman, Ryan Davis, Laura Cirone, and Todd Freelove. Also present were Superintendent Matthew Sickles, Business Administrator/ Acting District Clerk, Tracy Marshall, Principals Christopher Moyer, Frank Bai-Rossi and Karen Cameron, Assistant Principal Jim Giancursio, Director of Curriculum and Instruction Patti Larche, Director of Instructional Technology Lydia Schadler, Director of Physical Education John Lombardi,

Absent – Amber Wilkes, Board Member and Tammy Wood, Director of Special Programs

**APPOINTMENT OF ACTING DISTRICT CLERK**

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone to appoint Tracy Marshall as Acting District Clerk, carried unanimously.

**APPROVAL OF AGENDA**

A motion was made by Ms. Cirone, seconded by Ms. Altman to approve 9/10/18 Agenda, carried unanimously.

**PRESENTATON – 2018/2019 Professional Development Plan**

Patti Larche provided an overview of 2018-19 Professional Development Plan developed by the Profession Development Committee.

**CONSENT AGENDA ITEMS**

A motion was made by Ms. Cirone, seconded by Mr. Amidon to approve the following consent agenda items, carried unanimously.

Approval of Board of Education Regular Meeting Minutes of 8/13/18  
Approval of Committee of Special Education Meeting Minutes 7/11/18- 9/4/18  
Approval of Treasurer Reports for Middle School Extra Classroom Activities for July 2018.  
Approval of Treasurer Reports for High School Extra Classroom Activities for July and August 2018.  
Approval of Warrants for General, Federal, Cafeteria, TE Funds for July and August 2018.

## **BOARD DISCUSSION ITEMS**

The Board identified dates and times for groups of 2 to 3 board members to meet with individual schools and departments to gather feedback for the 2019-2020 budget. Meeting times and board member groups were established.

## **REPORTS**

The Facilities Committee is scheduled to meet on September 26, 2018 to discuss next steps.

Mr. Freelove shared information regarding the Four County School Board Association's new member training session, attended by himself and Ms. Altman.

Superintendent Sickles reported on the opening day of school, upcoming homecoming week and board retreat.

## **NEW BUSINESS**

A motion was made by Mr. Amidon, seconded by Ms. Scherbyn, carried unanimously to approve the Medicare Advantage Group Health Insurance Contract with MVP Health Care for January 1, 2019- December 31, 2019 CSD

A motion was made by Ms. Cirone, seconded by Mr. Freelove, carried unanimously to approve the contract with School of the Holy Childhood for music therapy services July 9, 2018- August 17, 2018.

A motion was made by Mr. Freelove, seconded by Ms. Altman, carried unanimously to approve the Office of Special Program and Services contracts/tuitions/expenditures for the 2018-2019 school year.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve to approve two contracts with Hillside Children's Center for the 2018-19 school Year for the sub-allocation of IDEA 611 & 619 Funds.

A motion was made by Ms. Cirone, seconded by Mr. Freelove, carried unanimously to approve a contract with ARC of Yates for the DRIVE program for the 2018-19 school year at a cost of \$22,000.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve an amendment to the Revised Memorandum of Agreement between the Phelps-Clifton Springs CSD and District Office Confidential Clerical Staff dated July 1, 2014- June 30, 2019. Section 13 Part A will be amended to read "Confidential clerical staff will be required to work the day before Thanksgiving."

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve an amendment to the Memorandum of Agreement Between Phelps-Clifton Springs Central School District and Management Exempt Staff dated July 1, 2014 – June 30, 2019 as follows:

23. Cell Phone Stipend- A cell phone stipend will be paid monthly in the amount of \$30.00 to the Public Relations Director, Director of Technology, Director of Facilities, and the Transportation Supervisor.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve the Midlakes High School Theatre Experience trip to New York City May 17-18, 2019.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve the Agreement to purchase from the Oklahoma Price Agreement SW818 with Snap-On Industrial.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to obsolete and dispose of the following:

6 Desks from PSO Office  
Books from the Intermediate School  
2 Voting Machines

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve the transfer of unappropriated fund balance out of the 2018-19 school year and amend the 2018-2019 Budget for \$79,800 for the costs associated with capital project planning.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve Title I School and Community Appointments:

Essa-Funded Programs Coordinator – Tammy Wood  
McKinney-Vento Homeless Liaison – Patti Larche  
Neglected/ Delinquent Transition Liaison- Patti Larche  
Foster Care Student Point of Contact- Patti Larche  
Migrant Student Data Point of Contact – Patti Larche

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve the Phelps-Clifton Springs District Wide and Building Level Emergency Response Plans for the 2018-19 school year.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve the Phelps-Clifton Springs Professional Development Plan.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve an Annual Patron Drive fundraiser for the Theatre Experience Club

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve the Annual Magazine Sale for the Class of 2019.

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone, carried unanimously to approve the Class of 2022 Fundraiser at Chipolte in Victor 10/16/18.

## PERSONNEL ITEMS

Upon the recommendation of Superintendent Sickles, a motion to approve following personnel items was made by Ms. Cirone, seconded by Ms. Altman, and carried unanimously:

- Resignation of Brittany Cognata, ENL Teacher, effective September 21, 2018.
- Resignation of Stevie Hilfiker, Girls Volleyball Assistant Coach.

Upon the recommendation of Superintendent Sickles, a motion to approve following personnel items was made by Ms. Cirone, seconded by Ms. Altman, and carried unanimously:

- Appointment of Kathy Peake, Substitute District Clerk, Retroactive to August 13, 2018 at a rate of \$21.55 per hour.
- Appointment of Beth Rothberg, 1.0 FTE Reading Teacher, Step 4 Masters \$45,716 effective September 1, 2018. Probationary period from September 1, 2018 – August 31, 2022 in the Literacy tenure area.
- Approval of Cynthia Geiger, Tracey McMath, Erin Everson as proctors for summer school reviews and exams at a rate of \$35.07 per hour, retroactive to August 16, 2018.
- Approval of Erin Everson, for data analysis work with Mr. Frank Bai-Rossi at a rate of \$33.01 per hour, retro-active to 8/13/18.
- Approval of Sandra Leon Knipper Summer School Teaching Assistant at \$35.07 per hour, retro-active to 8/16/18.
- Appointment of Cassandra Turner as a Cafeteria Monitor at \$10.40 per hour, effective September 4, 2018. Probationary period 9/4/18- 9/3/19.
- Appointment of Rosemary Fry, LTS High School Spanish Teacher, MS Step 1 + 60 hours. Effective September 6, 2018 – January 25, 2019.
- Appointment of Summer Trzeciak, classroom aide, effective August 30 ,2018 at a rate of \$17,757 annually. Probationary Period from August 30, 2018- August 29, 2018.
- Appointment of Jakob Lefever as a second shift cleaner at a rate of \$11.71/hr plus shift differential. Effective date will be 9/10/18 with a probationary period from 9/10/18-9/09/19.
- Appointment of Kyle Sanders and Brittany Sullivan as co-wellness coordinators for the 18-19 school year. Stipend will be \$500 each.

Upon the recommendation of Superintendent Sickles, a motion to approve following personnel items was made by Ms. Scherbyn, seconded by Ms. Altman, and carried unanimously:

- Appointment of Sarah Butler, District Clerk/Secretary to the Superintendent at \$45,000 (pro-rated), effective September 11, 2018.

Upon the recommendation of Superintendent Sickles, a motion to approve following personnel items was made by Ms. Cirone, seconded by Ms. Altman, and carried unanimously:

- The appointment of Coaching positions as follows:

Sport	Name	Year		%	salary	Level	step
Boys Volleyball Modified Coach	Jake Kemp	1st	\$ 41,260	0.05	\$ 2,063	4	1

Cheerleading-Assistant Coach	Tori Saloto	1st	\$ 41,260	0.065	\$ 2,682	4	1
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Football-Assistant coach	John Mintel	1st	\$ 41,260	0.09	\$ 3,713	2	1
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Prorated Fall and spring sports will be based on 70 days Winter sports will be based on 80 days

Girls Volleyball Assistant Coach	Luis Vasquez	1st	\$ 41,260	0.065	\$ 2,681 /70=\$38.30 a day	3	1	Hired 7 days late so salary will be 63x\$38.3=\$2413
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- The appointment of Mentors for 2018-19 as follows:

Building	Mentor	Mentee	Hours
<b>MPS (5)</b>	Megan Reynolds	Cheryl Fisher	45 (\$600)
	Melissa Kuter	Alex Merz (.5)	23 (\$300)
	Leslie O'Hora	Christine McGuire	30 (\$400)
	Carol Griffin	Stephanie Jackson	45 (\$600)
<b>MIS (6)</b>	Trina Semans	Michelle Hicks	45 (\$600)
	Karen Busby	Bolina Laber	45 (\$600)
	Shari Garver	Mareasa Severson	45 (\$600)
	James Brenchley	Katie Peck	45 (\$600)
	Kristen Quagliata	Kayleigh Sheppard	20 (\$200)
	Lindsey Pursel	Beth Rothberg	45 (\$600)
<b>MMS (0)</b>			
<b>MHS (6)</b>	Angela Simmons	Brandy Hungerford (1/2 yr)	22 (\$300)
	Nicole Burke	Shannon Gage	45 (\$600)
	Angela Simmons	Robert Sarneckis	45 (\$600)
	Keith Childs	Barry Rogenmoser	45 (\$600)

	Rich Doan	Julia Dibernardo	45 (\$600)
	Wendy Sheffield	Monique Jones	20 (\$200)
	Ethan Sleeman & Nicole Young	Philip Kinane	45 (\$600) Split

**EXECUTIVE SESSION**

Upon the recommendation of Superintendent Sickles, a motion to enter into executive session at 7:26 p.m. for the purpose of discussing the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person was made by Ms. Cirone, seconded by Mr. Amidon, and carried unanimously.

**ADJOURNMENT**

The Board returned to open session at 8:43 p.m. at which time Mr. Amidon made a motion to adjourn, seconded by Ms. Cirone. Motion carried unanimously.

Respectfully submitted,

Tracy Marshall

Acting District Clerk