

October 21, 2019 – 6:30 P.M.

**BOARD OF EDUCATION MEETING
PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

State Route 488, Clifton Springs, NY 14432 - Midlakes Elementary 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, October 21, 2019, in the Elementary School Board Room.

The regular meeting was opened at 6:31 p.m. by President Ryan Davis.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present- Board Members, Tracy Altman, Ryan Davis, Laura Cirone, Jacob Amidon, Amber Wilkes, and Todd Freelove (arrived at 6:40). Also present were Superintendent Matthew Sickles, Business Administrator, Tracy Marshall, District Clerk, Sarah Butler, Principals Christopher Moyer, Frank Bai-Rossi, Director of Curriculum and Instruction, Michelle Robinette, Director of Athletics, John Lombardi, and Director of Special Programs, Tammy Wood.

Absent- Board member, Sheri Scherbyn, Director of Innovation and Professional Learning, Lydia Schadler, Assistant Principals, Alaina Benzer and Jim Giancursio.

A motion was made by Ms. Wilkes, seconded by Ms. Cirone to approve the 10/21/19 Agenda, carried unanimously (5-0).

BOARD RECOGNITION

In honor of School Board Recognition Week (October 21-25), The Midlakes National Elementary Honor Society, along with Ms. Bradley and Ms. Altman, created a video which they presented to the Board. Each board member was presented with a Midlakes Athletics photo montage and the High School Vocal Jazz Ensemble performed two songs for the Board before the meeting was temporarily paused for refreshments.

TENURE APPOINTMENTS

Upon the recommendation of Superintendent Sickles, a motion to approve the following Tenure Appointment, effective January 27, 2020 was made by Ms. Wilkes, seconded by Ms. Cirone, and carried unanimously (6-0):

Christopher Stell Social Studies Teacher

CONSENT AGENDA ITEMS

A motion was made by Ms. Wilkes, seconded by Ms. Cirone to approve the following consent agenda items, carried unanimously (6-0).

- Approval of Board of Education Public Hearing and Regular Meeting Minutes of October 7, 2019
- Approval of Board of Education Public Hearing of October 16, 2019
- Approval of Treasurer Reports for June, July, August, September 2019
- Approval of Warrants for General, Cafeteria Funds dated October 9, 2019
- Approval of Committee on Special Education Meeting Minutes September 26-October 10, 2019

PRESENTATIONS

Joe Twomey of Edge Architecture presented on the Capital Project Scope, Part 2. Topics included; An overview of the following Site Improvements- *Bus Loop/Parent Drop Off, Staff Parking, Bus Garage, Fueling Station, Stadium Crown*, Total Cost, and Proposed Schedule.

REPORTS

Mr. Amidon reported on behalf of the Audit Committee. The committee had met prior to the Board Meeting with Raymond Wager of Mengel Metzger Barr & Co. LLP to review District's 2018-2019 Basic Financial Statements. Mr Wagner informed the committee that the report was very good, and all financial markers are excellent.

Superintendent Sickles briefly reported on the following; The recent Soaring Valor Trip, Senator Helming's Veterans Day Celebration, and the November Board Meeting Location.

BOARD DISCUSSION ITEMS

2020-2021 Budget Calendar; the Board reviewed and discussed the upcoming budget calendar.

Building/Department Meetings with BOE Members; the Board briefly discussed their availability for the drafted meeting schedule.

NEW BUSINESS

A motion was made by Mr. Freelove, seconded by Ms. Altman to approve the following New Business item, carried unanimously (6-0).

- To approve the following Final Smart Schools Investment Plan Resolution

RESOLUTION APPROVING FINAL SMART SCHOOLS INVESTMENT PLAN

WHEREAS, the District approved a preliminary Smart Schools Investment Plan ("SSIP") on September 16, 2019 pursuant to The Smart Schools Bond Act (the "Act"); and

WHEREAS, the preliminary SSIP was posted on the District's website for at least 30 days, and the District included an address to which any written comments on the preliminary SSIP should be sent; and

WHEREAS, the Board of Education conducted a public hearing on October 21, 2019 that enabled stakeholders to respond to the preliminary SSIP, for which adequate notice of the public hearing was provided through local media and the District website for at least two weeks prior to the hearing; and

WHEREAS, the Board of Education has considered all public comments, completed a final SSIP, and determined that approval of the final SSIP is in the best interest of the District.

NOW, THEREFORE, BE IT RESOLVED, that the final Smart Schools Investment Plan to expend

- Reliable, Sustainable Technology Infrastructure \$633,000
- Enhanced Communications \$388,220
- High-Tech Security \$426,500
- Incidentals \$292,223

for a total expenditure of \$1,739,943, as more fully described in the District Plan, is hereby approved.

A motion was made by Ms. Cirone, seconded by Ms. Wilkes to approve the following New Business items, carried unanimously (6-0).

- To approve the following Capital Project Proposition Resolution

WHEREAS, the Phelps-Clifton Springs Central School District (the "District"), is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the "Regulations"); and

WHEREAS, the District is considering undertaking a capital improvement project (the "Project") consisting of renovations, reconstruction, alterations and improvements to the District's Middle/High School, Elementary School, Bus Garage and Maintenance Building, including all related site, pick-up and drop-off area and parking improvements, original furnishings, fixtures and equipment required for such purposes, architectural fees, and all other necessary costs incidental to such work; and

WHEREAS, the District has prepared, examined and carefully reviewed an environmental assessment form ("EAF") relating to the Project and has reviewed the classifications of actions contained in the Regulations and by resolution dated October 7, 2019 determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(8) of the Regulations and as such is not subject to review under SEQRA.

BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project constitutes a Type II Action pursuant to Part 617.5(c)(8) of the Regulations and as such is not subject to review under SEQRA.

Section 2. A special meeting of the qualified voters of the Phelps-Clifton Springs Central School District, County of Ontario, State of New York, will be held in Elementary School Gymnasium located at 1490 Route 488, Clifton Springs, New York 14432 on December 10, 2019 from 12:00 o'clock noon to 9:00 p.m., prevailing time, for the purpose of voting on the proposition described in the Notice of Special District Meeting hereinafter set forth.

Section 3. The business to be acted upon at said Special District Meeting shall be as stated in the Notice thereof, and the District Clerk is hereby authorized and directed to cause the Notice of said Special District Meeting to be published in the *Daily Messenger* and the *Finger Lakes Times*, newspapers having a general circulation within the District, such publications to be made four (4) times in such newspapers within the seven (7) weeks next preceding such Special District Meeting, the first publication to be a least forty-five (45) days prior to the date of said Special District Meeting.

Section 4. Said Special District Meeting shall be called by giving the following notice thereof:

**NOTICE OF A SPECIAL SCHOOL DISTRICT MEETING
OF VOTERS OF THE PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

THE BOARD OF EDUCATION OF THE PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT HEREBY GIVES NOTICE that pursuant to a Resolution adopted by the Board of Education of the District on the October 21, 2019, a special meeting of the qualified voters of said District will be held in the Elementary School Gymnasium located at 1490 Route 488, Clifton Springs, New York on December 10, 2019 from

12:00 o'clock noon to 9:00 p.m., prevailing time, for the purpose of voting on the following proposition by voting machine or paper ballot:

PROPOSITION

Shall the Board of Education be authorized to undertake a project consisting of renovations, reconstruction, alterations and improvements to the District's Middle/High School, Elementary School, Bus Garage and Maintenance Building, including all related site, pick-up and drop-off area and parking improvements, original furnishings, fixtures and equipment required for such purposes, architectural fees, and all other necessary costs incidental to such work, at a total estimated cost not to exceed \$15,600,000 and obtain the necessary funds by using any available state aid, up to \$3,500,000 from the Capital Reserve approved by the District's voters on May 17, 2016 and the levy of a tax upon the taxable property of the School District in an amount not to exceed \$12,100,000 to be collected in annual installments in the years and in the amounts as the Board of Education shall determine and in anticipation of such tax bonds and notes of the District are hereby authorized to be issued at one time, or from time to time, in the principal amount not to exceed \$12,100,000 and a tax is hereby voted to pay the interest on said obligations when due.

PLEASE TAKE FURTHER NOTICE that qualified voters of the District may obtain applications for an absentee ballot from the office of the District Clerk. Completed applications must be received by the District Clerk no later than 4:00 p.m. on December 9, 2019 and must be received no later than 4:00 p.m. on December 3, 2019 if the absentee ballot is to be mailed to the voter. Completed applications received after 4:00 p.m. on December 3, 2019 will require the voter to personally appear at the office of the District Clerk to receive an absentee ballot. A listing of all persons to whom an absentee ballot is issued will be available for inspection by any qualified voter in the office of the District Clerk between the hours of 8:00 a.m. and 4:00 p.m. through December 9, 2019, except on Saturdays, Sundays or holidays. Any qualified voter may upon examination of such list, file written challenge of qualifications as a voter of any person whose name appears on such list, stating the reasons for the challenge. Such written challenge shall be transmitted by the District Clerk or designee to the Inspectors of Election on election day.

NOTICE IS FURTHER GIVEN that the proposition set forth on the paper ballots or voting machine label shall appear as follows:

PROPOSITION

Shall the Board of Education be authorized to undertake a project consisting of renovations, reconstruction, alterations and improvements to the District's Middle/High School, Elementary School, Bus Garage and Maintenance Building, including all related site, pick-up and drop-off area and parking improvements, original furnishings, fixtures and equipment required for such purposes, architectural fees, and all other necessary costs incidental to such work, at a total estimated cost not to exceed \$15,600,000 and obtain the necessary funds by using any available state aid, up to \$3,500,000 from the Capital Reserve approved by the District's voters on May 17, 2016 and the levy of a tax upon the taxable property of the School District in an amount not to exceed \$12,100,000 to be collected in annual installments in the years and in the amounts as the Board of Education shall determine and in anticipation of such tax bonds and notes of the District are hereby authorized to be issued at one time, or from time to time, in the principal amount not to exceed \$12,100,000 and a tax is hereby voted to pay the interest on said obligations when due.

A motion was made by Mr. Freelove, seconded by Ms. Altman to approve the following New Business item, carried unanimously (6-0).

- To approve the Election Services Agreement with Ontario County for December 10, 2019.

A motion was made by Ms. Cirone, seconded by Ms. Altman to approve the following New Business items, carried unanimously (6-0).

- To approve an appropriation from 2019-2020 fund balance to A1621.400.00.0019 in the amount of \$100,000 to cover the cost of building repairs prior to reimbursement from insurance carrier.
- To approve the 2018-2019 Basic Financial Statements for Phelps-Clifton Springs Central School District.
- To approve the 2018-2019 Management Letter.
- To approve the 2019-2020 District Emergency Preparedness Plan.
- To approve the agreement with Benefit Resources, LLC effective January 1, 2020.
- To approve an agreement with Warren Bushart for the 2019-2020 School Year.
- To approve the following fundraisers
 1. Midlakes Softball Club Applebee's Flapjack Fundraiser to run from November 7 to December 7, 2019.
 2. Sophomore Class Niagara Chocolate Candy Bars Fundraiser to run from November 19, 2019 for 3 weeks or until all bars are sold.

PERSONNEL ITEMS

Upon the recommendation of Superintendent Sickles, a motion to approve following personnel items was made by Ms. Wilkes, seconded by Mr. Freelove, and carried unanimously (6-0):

- IRREVOCABLE INTENT TO RETIRE
 1. Amy McCann, Elementary Teacher, effective March 22, 2020.
 2. Russell Stark, Elementary Teacher, effective March 30, 2020.
- RESIGNATIONS
 1. Sarah Smith, Cleaner, effective October 25, 2019.
- APPOINTMENTS
 1. To appoint the following as Student Helper at a rate of \$11.10/hr.
 - Jack Wellman, retroactive to October 1, 2019 to June 30, 2020
 - Lydia Day, retroactive to October 7, 2019 to June 30, 2020
 2. To appoint Amy Walker as Cafeteria Monitor at a rate of \$11.10/hr., retroactive to October 15, 2019. Probationary period will be October 15, 2019 to October 14, 2020.
 3. Approval of the following substitutes
Substitute Teachers:
 - Ashley Tubbs at a rate of \$100/day, retroactive to October 15, 2019.
 - Jamie DeBoover at a rate of \$100/day, retroactive to October 15, 2019 (*subject to fingerprinting*).
 - Ty Jensen at a rate of \$100/day, retroactive to October 15, 2019.
 - Vicki Galloway at a rate of \$100/day, retroactive to October 15, 2019 (*subject to fingerprinting*).

- Marysa Rizzo at a rate of \$100/day, retroactive to October 16, 2019.
- Mikayla Garofalo at a rate of \$100/day, effective October 21, 2019.

Substitute Aides:

- Emma Carey at a rate of \$11.10/hr., retroactive to September 24, 2019.
- Stephanie Tuttle at a rate of \$11.10/hr., retroactive to October 7, 2019.

4. To approve new Bus Driver Contract Hours for Richard Martin; 6 contract hours, retroactive to September 28, 2019.

- COACHING APPOINTMENTS

COACHING POSITION	COACH	YEAR	STEP	LEVEL	STIPEND
Cheer Assistant	Hannah Morris	1 st	1	3	\$2,722
8 th Grade Boys' Basketball	John VanSavage	1 st	1	4	\$2,093
Boys Basketball Assistant	Jim Danvers	1 st	1	2	\$3,769

EXECUTIVE SESSION

No executive session was held

ADJOURNMENT

At 7:36 p.m., Ms. Wilkes made a motion to adjourn, seconded by Mr. Freelove, and carried unanimously (5-0).

Respectfully submitted,

Sarah Butler
District Clerk