

May 11, 2020 – 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

Based on guidance from New York State regarding COVID-19, a regular meeting of the Board of Education of the Phelps-Clifton Springs Central School District was held remotely and live-streamed to the District's Facebook page on Monday, May 11, 2020. The meeting was held to conduct essential business only.

The regular meeting was opened at 6:37 p.m. by President Ryan Davis.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present- Board Members, Ryan Davis, Jacob Amidon, Tracy Altman, Laura Cirone, Sheri Scherbbyn, and Amber Wilkes. Also present were Superintendent Matthew Sickles and District Clerk, Sarah Butler.

Absent- Board Member, Todd Freelove & all members of Administration Team

A motion was made by Ms. Scherbbyn, seconded by Ms. Cirone to approve the 5/11/20 Agenda, carried unanimously (5-0).

Jacob Amidon joined at 6:39 p.m.

CONSENT AGENDA ITEMS

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

- Approval of Board of Education Regular Meeting Minutes of April 22, 2020
- Approval of Warrants for General Fund dated March 25, 2020
- Approval of Warrants for General, Cafeteria Funds dated April 3, 2020
- Approval of Warrants for General, Cafeteria Funds dated April 10, 2020
- Approval of Warrants for General, Cafeteria, Expendable Funds dated April 17, 2020
- Approval of Warrants for General, Cafeteria Funds dated April 24, 2020
- Approval of Warrants for General, Cafeteria Funds dated May 1, 2020
- Approval of Treasurer Reports for March 2020
- Approval of Treasurer Reports for Middle School Extra Classroom Activities for April 2020
- Approval of Treasurer Reports for High School Extra Classroom Activities for March 2020
- Approval of Treasurer Reports for High School Extra Classroom Activities for April 2020
- Approval of Committee on Special Education Meeting Minutes April 9, 2019-May 5, 2020

REPORTS

Sheri Scherbbyn, representative of the Four COUNTY School Boards Association reported that the following topics were discussed at the last meeting held via zoom on April 27th; policies, appointments, and the upcoming annual meeting on June 30th to be held via zoom.

Superintendent Sickles reported on the following; Teacher/Staff Appreciation, COVID-19; Campus closed through the end of the academic year, providing 44,000 meals to students in April, budget vote and board elections to be held on June 9th, by absentee ballot only, cancellation of the August 2020 regents exams, Cancellation or postponement of all non-senior events, cancellation of spring sports, Planning for Re-opening, and Capital Projects.

PRESENTATION

Tracy Marshall gave a presentation on the 2020-2021 Budget, topics included; Expenditures, Reserve Use, Revenues, Total Budget & Tax Levy, Tax Levy Rates, Propositions, and Absentee Voting Procedures.

NEW BUSINESS

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

- To approve the updated Notice of Annual Meeting, Budget Vote and Election.

RECITAL

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 establishing a new capital reserve pursuant to Section 3651 of the Education Law (the "Reserve Project") and

WHEREAS, the District is considering the acquisition of replacement student transport vehicles (the "Vehicle Project"); and

WHEREAS, the District has reviewed the classifications of actions contained in the Regulations; and

BE IT RESOLVED by this Board of Education as follows:

Section 1. The District hereby determines that the Reserve Project and Transportation Project constitute Type II Actions pursuant to Part 617.5(c)(8) of the Regulations and as such are not subject to review under SEQRA.

Section 2. The annual meeting of the qualified voters of the Phelps-Clifton Springs Central School District in Ontario County, State of New York, will be held Tuesday, June 9, 2020 via absentee ballot only, in accordance with Executive Order 202.26, based on the potential for contraction of the COVID-19 virus due to its prevalence and community spread.

Section 3. The business to be acted upon at said Annual 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 Annual 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 two (2) times in such newspapers between May 12, 2020 and June 9, 2020.

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

PROPOSITION I
(Budget)

To approve the proposed 2020-2021 school budget, and to authorize the requisite portion therefore to be raised by taxation on the taxable property of the District.

**PROPOSITION II
(Reserve Fund)**

Shall the Board of Education (i) terminate the District's existing 2007 Capital Reserve Fund (the "2007 Reserve Fund"), (ii) terminate the District's existing 2016 Capital Reserve Fund (the "2016 Reserve Fund"), and (iii) establish a new, ten-year reserve fund pursuant to section 3651 of the Education Law, to be known as the 2020 Capital Reserve Fund, in the ultimate amount of \$4,000,000 to be used for renovations, additions and improvements to all District facilities, acquisition of furniture, fixtures and equipment and grounds and athletic field improvements, such reserve fund to be funded from (i) year-end budget surplus funds known as unassigned fund balance, as available, for the fiscal year ended June 30, 2020 and each fiscal year thereafter for the term of the reserve fund, (ii) transfers of excess monies from Board of Education designated reserves, (iii) amounts from budgetary appropriations from time to time, (iv) state aid reimbursement to the District on account of capital projects, (v) unexpended amounts on deposit in the 2007 Reserve Fund and 2016 Reserve Fund, and/or (vi) other legally available funds of the School District to such reserve fund, all as permitted by law?

**PROPOSITION III
(Transportation)**

Shall the Board of Education be authorized to purchase four (4) student transportation vehicles, including related furnishings and equipment incidental thereto, expend therefore a total sum not to exceed \$392,139 which is estimated to be the total maximum cost thereof, and pay for such buses by using \$392,139 from the District's 2010 Bus Purchase Reserve?

**PROPOSITION IV
(Board of Education Members)**

To elect three (3) members of the Board of Education as follows: (a) two three-year terms each to succeed current members Laura Cirone and Sheri Scherbyn, each commencing on July 1, 2020 and expiring June 30, 2023; and (b) one two-year, 20 day term commencing June 10, 2020 and expiring June 30, 2022 to succeed current member Jacob Amidon who was appointed to fill the vacancy left by Jessica Meissner.

AND FURTHER NOTICE IS GIVEN that separate propositions shall be on the ballot for approval of an increase in the annual appropriation for the Clifton Springs Library in the amount of \$84,000, and an increase in the annual appropriation for the Phelps Community Memorial Library in the amount of \$84,000

NOTICE IS FURTHER GIVEN that, in accordance with Executive Order 202.26, at least one (1) absentee ballot shall be provided per household for the 2020 annual meeting. If a household requires additional ballots, please contact the District Clerk at (315) 548-6420 or sbutler@midlakes.org. A list of persons to whom absentee ballots have been issued will be available for inspection at the District Clerk's Office, during regular business hours, during each of the five (5) days prior to the election, except for Sundays, and shall also be posted at the door of the polling place(s) on June 9, 2020. Absentee ballots must be received by the District Clerk by 5:00 p.m. on June 9, 2020.

NOTICE IS FURTHER GIVEN that a copy of the statement of the amount of money which will be required for the ensuing year for school purposes, exclusive of public monies, may be obtained by any resident in the District during the fourteen (14) days immediately preceding the annual meeting, and on the

date of the election, except Saturday, Sunday or holidays at the District Office between the hours of 8:00 am and 4:00 pm.

NOTICE IS FURTHER GIVEN that military voters who are qualified voters of the School District may apply for a military ballot by requesting an application from the District Clerk at (315) 548-6420 or sbutler@midlakes.org. For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 PM on May 14, 2020. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

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

- To approve the 2020-2021 School Budget in the amount of \$37,488,003.
- To approve the updated 2020-2021 Budget Calendar.
- To approve the 2020-2021 Property Tax Report Card.

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

- To approve the following resolution

WHEREAS, the Board of Education of the Phelps-Clifton Springs Central School District (the "Board") has solicited bids from prime contractors for construction services in conjunction with its 2020 Emergency Reconstruction Project Middle/High School (the "Project"); and

WHEREAS, the Board has received and considered the following bids:

Bidding Contractors	Bid amount
Maracon Enterprises	\$74,500
Testa Construction	\$86,400
Bouley Associates	\$124,000
Massa Construction	\$124,000

WHEREAS, the Project Architect, Edge Architecture, reviewed the contents of the bids, vetted the qualifications of bidding contractors including the bid submission by Maracon Enterprises and noted that Maracon Enterprises was the lowest bidder and is of the opinion that it is a responsible bidder, qualified to meet its contractual obligations with respect to the Project, and by letter dated May 8, 2020, recommends award of a contract to Maracon Enterprises; and

WHEREAS, the Board accepts the recommendation of the Project Architect and determines that it is in the best interest of the School District to accept the bid submitted by Maracon Enterprises, and by this Resolution awards the General Construction Contract to Maracon Enterprises – in the total contract amount of \$74,500.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of the Phelps-Clifton Springs Central School District as follows:

1. The Board accepts the recommendation of the Project Architect, waives any technical defect in the bid submitted by Maracon Enterprises, and hereby awards the contract in the amount of \$74,500 to Maracon Enterprises.
2. The Board hereby authorizes the Superintendent of Schools or the President of the Board to execute a contract with Maracon Enterprises, in compliance with the bid solicitation, the Project scope and the Project timeline in the amount of \$74,500 and take all actions necessary or convenient on behalf of the Board to enter into the said contract and complete the Project.
3. This Resolution shall take effect immediately.

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

- To approve the following Resolution appointing Construction Management in connection to the 2020 Capital Project.

RESOLUTION

WHEREAS, the Board of Education has determined that it is in the best interest of the District to retain a construction manager to provide construction coordination, management, and related professional services in connection with its 2020 Capital Project (the "Project"); and

WHEREAS, the Phelps-Clifton Springs Central School District (the "District") previously issued a Request for Proposals ("RFP") for construction coordination, management, and related professional services for the Project; and

WHEREAS, the District has received proposals in response to the RFP, diligently analyzed the proposals, and conducted interviews of selected candidates as part of the selection process; and

WHEREAS, the Board of Education, as a result of the RFP process has selected Watchdog Building Partners, LLC ("Watchdog") as its Construction Manager for the Project; and

WHEREAS, the School District's legal counsel, Ferrara Fiorenza, PC and Watchdog have jointly prepared a contract and related documents for construction coordination, management, and related professional services which has been submitted to the Board of Education for consideration;

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves the retention of Watchdog Building Partners, LLC to provide construction coordination, management and related services and proceed with the Project in accordance with the terms and conditions of the contract approved by legal counsel and previously shared with the Board of Education.
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the approved contract with Watchdog Building Partners, LLC on behalf of the Board of Education and take all steps necessary or convenient to proceed under the contract in connection with the Project.
3. This resolution shall take effect immediately.

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

- To approve the following Resolution appointing an Architect/Engineer to provide Architectural, Engineering, project management, and related professional services in connection to the 2020 Capital Project.

RESOLUTION

WHEREAS, the Phelps-Clifton Springs Central School District (the "District") has determined that it is in the best interest of the District to retain an Architect/Engineer to provide Architectural, Engineering, project management, and related professional services in connection with its 2020 Capital Project (the "Project"); and

WHEREAS, the District wishes to continue its professional relationship with Edge Architecture, PLLC ("Edge") for the purposes of providing Architectural, Engineering, project management, and related professional services for the Project; and

WHEREAS, the District's legal counsel, Ferrara Fiorenza, PC and Edge have jointly prepared a contract for Architectural, Engineering, project management, and related professional services relative to the Project (a copy of which has been shared with the Board);

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves the retention of Edge Architecture, PLLC to provide Architectural, Engineering, project management, and related professional services and proceed with the Project in accordance with the terms and conditions of the contract approved by legal counsel and previously shared with the Board of Education.
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the approved contract with Edge Architecture, PLLC on behalf of the Board of Education and take all steps necessary or convenient to proceed under the contract in connection with the Project.
3. This resolution shall take effect immediately.

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

- To approve the agreement with Benefit Resource, LLC. for Health Savings Account Services, effective July 1, 2020.
- To approve the request for emergency herbicide/pesticide application on the Varsity and Junior Soccer Field.

PERSONNEL

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

- RETIREMENT

1. Jane Westfall, Teaching Assistant, effective June 30, 2020.
- UNPAID LEAVE
 1. Taylor Wallace, Reading Teacher, 27 unpaid days from March 26, 2020 to June 22, 2020. *(Previously approved for 6.63 days unpaid leave at February 10, 2020 meeting)*
 - APPOINTMENT
 1. To appoint Joseph Acquilino as permanent Groundskeeper at a rate of \$16.10/hr., retroactive to May 4, 2020.
 2. To appoint Tad Tarrant as permanent Cleaner at a rate of \$12.50/hr., effective June 29, 2020.
 3. Approval of the following substitutes
 - Substitute Teachers:
 - Michaela Tiffany, at a rate of \$175/day, retroactive to March 16, 2020.
 - Amy Maslyn, at a rate of \$230/day, retroactive to March 16, 2020.
 - Russ Stark, at a rate of \$250/day, retroactive to April 1, 2020.
 - Humberto Flores, at a rate of \$175/day, retroactive to May 7, 2020.
 - Taylor Allen, at a rate of \$100/day, retroactive to May 4, 2020.

ADJOURNMENT/EXECUTIVE SESSION

Upon the recommendation of Superintendent Sickles, a motion to adjourn the regular board meeting for the purpose of entering into executive session at 7:48 p.m., to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person and matters related to contract negotiations, was made by Ms. Cirone, seconded by Ms. Wilkes, and carried unanimously (6-0).

Respectfully submitted,

Sarah Butler, District Clerk