

June 15, 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, June 15, 2020.

The regular meeting was opened at 7:02 p.m. by President Ryan Davis.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Absent- All members of Administration Team

A motion was made by Ms. Scherbyn, seconded by Ms. Cirone to approve the 6/15/20 Agenda, carried unanimously (7-0).

**CONSENT AGENDA ITEMS**

A motion was made by Ms. Scherbyn seconded by Ms. Altman to approve the following consent agenda items, carried unanimously (7-0).

- Approval of Board of Education Regular Meeting Minutes of May 11, 2020
- Approval of Warrants for General, Cafeteria Funds dated May 8, 2020
- Approval of Treasurer Reports for April 2020
- Approval of Treasurer Reports for Middle School Extra Classroom Activities for March 2020
- Approval of Committee on Special Education Meeting Minutes June 5, 2019-June 10, 2020

**PRESENTATION**

Superintendent Sickles recognized and congratulated the Class of 2020 Valedictorian, Sarah Crane and Salutatorian, Emma Crane. Superintendent Sickles also recognized the following 2020 retirees: Kathleen Catchman, Yvonne Cockett, William Johnson, Amy McCann, Nancy Plate, Roger Spafford, Russell Stark, Jane Westfall.

Tracy Marshall gave a presentation on the Fund Balance, topics included; 2019-2020 Reserve Funding, 2019-2020 Reserve Funds, Appropriated Fund Balance 19-20.

**REPORTS**

Sheri Scherbyn, representative of the Four County School Boards Association reported on the upcoming annual meeting on June 30<sup>th</sup> to be held via zoom.

Superintendent Sickles reported on the following; PTO Recognition, Graduation- Class of 2020, Other Student Recognition, Budget Vote/Board Election, Summer Services, & Re-Opening Planning.

## BOARD DISCUSSION

The board briefly discussed whether future meetings should continue to be held via zoom or if the meetings should be held in-person. The board agreed zoom meetings have worked extremely well but it was decided that starting in July, the Board will meet in-person but will be closed to the public and live-streamed to the District's website and Facebook page.

## NEW BUSINESS

A motion was made by Mr. Freelove, seconded by Mr. Amidon to approve the following New Business item, carried unanimously (7-0).

- To approve the following resolution to retain Edge Architecture, PLLC to provide services in connection with its 2020 District-Wide Technology Infrastructure and Select Systems Upgrades Project.

**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 District-Wide Technology Infrastructure and Select Systems Upgrades 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.
- To approve the following resolution for Co-Op Purchasing

**BE IT RESOLVED**, that the Phelps-Clifton Springs Central School District will participate in the U.S. Communities Government Purchasing Alliance for the purchase of goods and services for the 2020-2021 Fiscal Year. National Intergovernmental Purchasing Alliance for the purchase of goods and services for the 2020-2021 Fiscal year. Cooperative Purchasing Network (TCPN) for the purchase of goods and services for the 2020-2021 fiscal year. Sourcewell formerly National Joint Powers Alliance (NJPA) for the purchase of goods and services for the 2020-2021 fiscal year. National Cooperative Purchasing Alliance (NCPA) for the purchase of goods and service for the 2020-2021 fiscal year.

- To approve July 13, 2020 as the BOE Organizational Meeting.

- To amend the 2019-2020 School District Calendar.
- To approve the graduation fireworks display to be conducted on Saturday, June 27, 2020 on the grounds of the Phelps-Clifton Springs CSD campus, pending approval by NYSED Office of Facilities Planning facilities.
- To approve the following Fund Balance resolution

**RESOLVED**, that upon the recommendation of Matthew H. Sickles, Superintendent of Schools, the excess General Fund revenues over the expenditures for the 2019-2020 fiscal year exceeding the 4% limit may be transferred to the following fund reserves for the purpose of funding future obligations:

Employees Retirement Reserve Fund up to \$500,000  
 Employees Contribution Reserve TRS Sub-Fund up to \$50,000

To approve the following Bus Purchase Reserve Fund Resolution **RESOLVED**, that upon the recommendation of Matthew H. Sickles, Superintendent of Schools, the excess General Fund revenues over the expenditures for the 2019-2020 fiscal year exceeding the 4% limit, and any monies placed in the newly established 2020 Capital Reserve Fund, Retirement Contribution Reserve TRS Sub-Fund may be transferred to the following fund reserves for the purpose of funding future bus purchase obligations:

2019 Bus Purchase Reserve Fund up to \$400,000.

- To appropriate \$585,000 out of 2019-2020 unappropriated fund balance to A9060.800.00.0000 to pre-pay expenses relating to July funding of health savings account contributions.

A motion was made by Ms. Cirone, seconded by Ms. Scherbyn to approve the following New Business items, carried unanimously (7-0).

- 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 (7-0).

- To appropriate \$173,479 from 2019-2020 unappropriated fund balance to \$33,928 A2110.480.11.00.0000, \$77,502 A2110.480.12.00.0000, \$45,411 A2110.480.22.00.0000, \$16,638 A2110.480.30.00.0000 to cover the cost K-12 curriculum purchases.
- To appropriate \$25,000 from 2019-2020 unappropriated fund balance to A 2110.450-00-000 purchase district-wide supplies.
- To appropriate \$17,000 to A1060.400.00.0000 from 19-20 unappropriated fund balance for the purchase of school budget vote ballots.

- To appropriate from 19-20 unappropriated fund balance \$139,100 as follows: A1621.450.00.0000 \$129,000 and A1621.450.00.GRDS \$10,100. for the purchasing of district facilities supplies.
- To approve the 2019-2023 collective bargaining agreement between the Superintendent of Schools and the Phelps-Clifton Springs Aides and Secretaries Association and the funding necessary to implement the collective bargaining agreement.
- To approve the 2020-2023 collective bargaining agreement between the Superintendent of Schools and the Phelps-Clifton Springs Faculty Association and the funding necessary to implement the collective bargaining agreement.
- To approve the individual Salary and Benefits Statements for 2020-2021 for the following management exempt employees:
  1. William Gowan, Director of Technology
  2. Kristin Harrington, Computer Technician
  3. Michael Reifsteck, Director of Facilities
  4. F. John Miller, Computer Technician
  5. Kathleen Rhow, Director of Transportation
- To approve the individual Salary and Benefits Statement for 2020-2021 for Sarah Butler, District Clerk/Secretary to the Superintendent.
- To approve the Memorandum of Agreement between the Phelps-Clifton Springs Central School District and the Phelps-Clifton Springs Faculty Association, dated May 8, 2020.
- To approve the Memorandum of Agreement between the Phelps-Clifton Springs Central School District and the Phelps-Clifton Springs Administrators Association, dated June 9, 2020.
- To approve the Memorandum of Agreement between the Phelps-Clifton Springs Central School District and the Phelps-Clifton Springs Aides & Secretaries Association, dated June 15, 2020.
- To approve the following resolution

**Resolved**, due to the limited ability to use vacation days during the 2020 COVID-19 crisis, the Board hereby approves allowing all 12-month management/exempt employees and the District Clerk/Secretary to the Superintendent who have unused vacation days after carrying over and/or cashing out vacation days at the conclusion of the 2019-2020 school year in accordance with any employment agreement or board policy, to carryover up to an additional 5 vacation days into the 2020-2021 school year.

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 Memorandum of Agreement between the Phelps-Clifton Springs Central School District and the Phelps-Clifton Springs Employees Association, dated June 9, 2020.
- To approve the Amendment Resolution of the Plan Administrator for Phelps-Clifton Springs CSD.

**WHEREAS**, effective January 1, 2010, Phelps-Clifton Springs Central School District ("Corporation") adopted the Phelps-Clifton Springs Central School District Flexible Benefit Plan ("Plan") for the benefit of its employees; and

**WHEREAS**, pursuant to Section 8.1 of the Plan, the Corporation may amend the Plan at any time by an instrument in writing.

**NOW THEREFORE, BE IT RESOLVED**, that the Plan is hereby amended and restated effective July 1, 2020 as an employee welfare benefit plan to be maintained by the Corporation pursuant to Section 125 of the Internal Revenue Code, and that a copy of the plan document, as amended and restated, be attached to these resolutions; and be it further

**RESOLVED**, that the proper officers of the corporation are authorized to execute the amended and restated Plan, to receive employee contributions and pay benefits as provided therein, and to do every other act or thing necessary or proper to meet and comply with the obligations of the Corporation as therein provided and to carry these resolutions into full force and effect, and to direct counsel to take such action as may be necessary to satisfy any applicable requirements of law.

- To approve the contract with Our Children's Place for the 2020-2021 school year for Universal Pre-Kindergarten Services.
- To approve a contract with Trane for \$5,789 to provide software upgrade service and technical support of HVAC systems effective June 15, 2020.
- To approve the agreement with F.F. Thompson Health System, INC. for provision of Athletic Trainers.
- To approve a lease agreement for the purchase of postage machine.
- To approve the agreement with Upstate Music Therapy Center LLC, effective July 1, 2020 through June 30, 2021.
- To approve the agreement with Geneva City School District for Health and Welfare Services.
- To approve the agreement with Newark CSD for Health Services.
- To approve the following Election Inspectors for the Annual Budget Vote on June 16, 2020.
  1. Sue Boerjan, Election Chairperson
  2. Jennifer Labombard
  3. Krystal Plante
  4. Terri Silverman
  5. Laurie Schmitt
  6. Amber Wiebeld
  7. Michele Williams
  8. Jacquie Syck
  9. Kelly VanNostrand
  10. Lori Naukam
  11. Chris Moyer

- To approve the following donations from Midlakes PTO
  1. Donation of \$730 for Senior Caps and Gowns.
  2. Donation of \$1262.60 for Senior Signs.

**PERSONNEL**

A motion was made by Ms. Cirone, seconded by Ms. Scherbyn to approve the following Personnel items, carried unanimously (7-0).

- RESIGNATION
  1. Alexandra Rej, .5 Art Teacher, effective July 1, 2020.
- INTENT TO RETIRE
  1. Siobhan Connor, 4<sup>th</sup> Grade teacher, effective June 30, 2021.
- RETIREMENT
  1. William Johnson, Cleaner, updated effective date of July 1, 2020.
- LAYOFFS
  1. Katrina Morlang, Teacher Aide, effective June, 30 2020.
  2. Nadine Patrick, Nurse 1:1, effective June 30, 2020.
- TEACHER ON SPECIAL ASSIGNMENT
  1. Lindsey Pursel, TOSA Instructional Coach, effective July 1, 2020 to June 30, 2021.
  2. Pete Czerkas, TOSA K-6 Dean of Students, effective July 1, 2020 to June 30, 2021.
  3. Christopher VanGorden, TOSA 7-12 Dean of Students, effective July 1, 2020 to June 30, 2021.
  4. Nicole Young, TOSA CSE Chair/Special Education Coach, effective July 1, 2020 to June 30, 2021.
- APPOINTMENT
  1. To appoint Kathleen Rhow as Permanent Head Bus Driver effective July 1, 2020.
- APPENDIX F APPOINTMENTS FOR 2020-2021

<b>DEPT. CHAIR POSITION</b>	
Kindergarten	Megan Reynolds
First Grade	Brittany Dingman – Co-Chair Shannon Spusta – Co-Chair
Second Grade	Kerry Buckman – Co-Chair Leslie O’Hora - Co-Chair
Third Grade	Alexandria Estes
Fourth Grade	Denise Greene
Fifth Grade	Mareasa Severson
Sixth Grade	AJ Raulli
K-12 Art/Music	Nicole Burke – Art Joe Godfrey – Music
K-12 Foreign Language	Michelle Shenton – MHS

<b>DEPT. CHAIR POSITION</b>	
K-12 Occupational Education	Ethan Sleeman
K-12 Physical Education	Brittany Sullivan
K-12 Guidance	Richard Jones –MHS/MMS
7-12 English Language Arts	Keith Childs
7-12 Math	Denise Kelly – MMS Erin Everson – MHS
7-12 Social Studies	Angela Simmons – MHS
7-12 Science	Gregory Mahns – MMS –Co-Chair Richard Doan – MHS – Co-Chair
Special Education - 2 Positions	Tracy McMath – MHS – Co-Chair Secondary Laura Robbins - Milliman – Co-Chair Secondary Karen Busby – MIS – Co-Chair Elementary Kerry Smart – MPS – Co-Chair Elementary

**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 8:15 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 Mr. Amidon, and carried unanimously (7-0).

Respectfully submitted,

Sarah Butler, District Clerk