

June 25, 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

Special Meeting Minutes

Based on guidance from New York State regarding COVID-19, a Special 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 Thursday, June 25, 2020.

The regular meeting was opened at 6:31 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 6/25/20 Agenda, carried unanimously (7-0).

**NEW BUSINESS**

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

- To approve the 2019-2022 collective bargaining agreement between the Superintendent of Schools and the Phelps-Clifton Springs Employees Association and the funding necessary to implement the collective bargaining agreement.
- To approve the following resolution for approval of Employment Agreement for Business Administrator, Tracy Marshall

**RESOLUTION FOR APPROVAL OF EMPLOYMENT AGREEMENT FOR  
BUSINESS ADMINISTRATOR**

**WHEREAS**, Tracy Marshall currently serves as the District's Business Administrator pursuant to an employment agreement, effective October 16, 2017; and

**WHEREAS**, after due consideration, the Board of Education (the "Board") has determined that Tracy Marshall has been successfully fulfilling the duties of Business Administrator and seeks to induce Ms. Marshall to continue in this role to assist in the orderly administration of the District's ongoing programs and projects; and

**WHEREAS**, the Board and Ms. Marshall have mutually agreed upon a new employment agreement (the "Employment Agreement"), effective July 1, 2020, to memorialize their agreement and seek to approve such Employment Agreement.

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The Board of Education hereby approves the Employment Agreement and authorizes the Board President, or the Vice President in the President's absence, to execute said Employment Agreement on behalf of the District and to file same with the District Clerk.
  2. The Superintendent is authorized to take such actions as are necessary to implement this resolution.
  3. This Employment Agreement shall become effective July 1, 2020.
- To approve the following resolution establishing tax certiorari reserve fund

**RESOLUTION ESTABLISHING  
TAX CERTIORARI RESERVE FUND**

**BE IT RESOLVED**, by the Board of Education of the Phelps-Clifton Springs Central School District, pursuant to Section 3651 of the Education Law, as follows:

1. The Board hereby establishes a reserve fund to be known as the Tax Certiorari Reserve Fund.
2. The source of funds for such Reserve Fund shall be such amounts as may be provided therefor by budgetary appropriation or such revenues as are not required by law to be paid into any other fund or account.
3. Monies in such Reserve Fund may be appropriated only for the payment of judgments and claims in tax certiorari proceedings in accordance with Article Seven of the Real Property Tax Law or for other purposes as may be permitted by applicable law; any monies deposited to such Reserve Fund which are not expended for the payment of judgments or claims arising out of such tax certiorari proceedings for the tax roll in the year such monies are deposited to the said fund and/or which will not reasonably be required to pay any such judgment or claim shall be returned to the general fund on or before the first day of the fourth fiscal year following the deposit of such monies to said reserve fund; such monies shall be deemed reasonably required to pay any such judgment or claim if the proceeding or claim has not been finally determined or otherwise terminated or disposed of after the exhaustion of all appeals.
4. The Treasurer is hereby authorized and directed to deposit and invest the monies of such Reserve Fund in accordance with Sections 10 and 11 of the General Municipal Law and other applicable law and as provided by section 3651 of the Education Law. Any interest earned or capital gains realized on the money so deposited or so invested shall accrue to and become a part of each such fund. A separate account to be kept of each fund established. Such account shall show: (a) the date and amount of each sum paid into the fund; (b) the interest earned by such fund; (c) the capital gains or losses resulting from the sale of investments of the fund; (d) the interest or capital gains which have accrued to the fund; (e) the amount and date of each withdrawal from the fund; (f) the assets of the fund indicating the cash balance therein and a schedule of the amounts invested in federal or state obligations.

5. The total of the monies held in such reserve fund shall not exceed that amount which might reasonably be deemed necessary to meet anticipated judgments and claims arising out of such tax certiorari proceedings.
  6. The sum of \$38,000 is hereby appropriated to such fund, to be paid from the 19-20 unappropriated fund balance.
  7. This Resolution shall take effect immediately.
- To approve the contract with Young Explosives for fireworks exhibition on Saturday June 27, 2020.

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

- Four County School Boards Association Absentee Vote for officers, banking and bylaw changes.



*Four County School Boards Association*  
*OFFICIAL BALLOT*

*Election of Officers*

*YES*

*NO*

*For a term of one year starting July 1, 2020*

*President*

*Robin Johnson*

*1st Vice President*

*Russ Harris*

*2nd Vice President*

*Joe McNamara*

*Banking*

*Annual Designation of depositories for Association Funds starting July 1, 2020*

*Reliant Community Credit Union*

*Signatories on Bank Accounts starting July 1, 2020:*

*Executive Director - Dr. Marla Iverson*

*Treasurer - Sue Campbell*

*President - Robin Johnson*

*1st Vice President - Russ Harris*

*Policy Changes*

*Bylaws (See attached changes)*

**PERSONNEL**

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

- INTENT TO RETIRE
  1. Margaret Carlson, Nurse, effective June 25, 2021.
  
- APPOINTMENTS
  1. To appoint Elizabeth Smith as Probationary Music Teacher 1.0 FTE in the Music tenure area, at a salary of \$47,260.45 + \$1,442.40 in-service, effective September 1, 2020. She Holds Music Professional Certification. Probationary period will be September 1, 2020 to August 31, 2024.
  
  2. To appoint Dina Strasser as ENL Teacher in the English as a Second Language tenure area, at a salary based on Step 9 MST \$49,143, effective September 1, 2020. She holds English To Speakers of Other Languages Permanent Certification and English Language Arts 7-12 Professional Certification. Probationary period will be September 1, 2020 to August 31, 2023.

**ADJOURNMENT**

Upon the recommendation of Superintendent Sickles, a motion to adjourn the regular board meeting at 8:15 p.m., was made by Mr. Freelove, seconded by Ms. Scherbyn, and carried unanimously (7-0).

Respectfully submitted,

Sarah Butler, District Clerk