

March 15, 2021- 6:30 P.M.

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

State Route 488, Clifton Springs, NY 14432 - Midlakes Elementary School

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, March 15, 2021.

The regular meeting was opened at 6:33 p.m. by President Amber Wilkes.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present- Board Members, Jacob Amidon, Tracy Altman, Matt Murphy, Ryan Davis, Sheri Scherbyn, Todd Freelove, and Amber Wilkes. Also present were Superintendent Matthew Sickles, Business Administrator, Tracy Marshall, District Clerk, Krystal Plante, Athletics Director, John Lombardi, Secondary School Principal, Frank Bai-Rossi, Assistant Secondary School Principal Jim Giancursio, Elementary Principal Chris Moyer, Assistant Elementary Principal Alaina Benzer, Director of Facilities Michael Reifsteck, CSE Director Tammy Wood, and Director of Instruction Technology and Data Lydia Schadler.

A motion was made by Ms. Altman, seconded by Ms. Scherbyn to approve the 3/15/2021 Agenda, carried unanimously (7-0).

CONSENT AGENDA ITEMS

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

- A. Approval of Board of Education Regular Meeting Minutes of February 16, 2021
- B. Approval of Board of Education Special Meeting Minutes of February 24, 2021
- C. Approval of Warrants for General, Cafeteria, Federal Funds dated February 8, 2021
- D. Approval of Warrants for General, Cafeteria, Federal Funds dated February 23, 2021
- E. Approval of Treasurer Reports for January 2021
- F. Approval of Treasurer Reports for High School Extra Classroom Activities for February 2021
- G. Approval of Treasurer Reports for Middle School Extra Classroom Activities for February 2021
- H. Approval of Committee on Special Education Meeting Minutes January 27, 2021 to March 4, 2021

PRESENTATIONS

Superintendent Sickles presented the Draft 2021-2022 school calendar. The finalized version will be submitted for approval in April 2021.

Tracy Marshall, Business Administrator and Superintendent Sickles presented the 3rd draft of 2021-2022 Budget Proposal. Topics included: 2021-2022 Instruction Budget, 2021-2022 Expenditures, Proposed Budget Changes, 2021-2022 Revenue, 2021-2022 Reserve Funds, Midlakes Tax Levy, Closing the Gap, 2020-2021 Ballot Propositions, and Next Steps.

Superintendent Sickles and the Administrative Team presented an update on Remote, Hybrid, and In-Person Instruction. Topics included: District Goals for Reopening, Obstacles We've Overcome, Health and Safety, Contact Tracing, Facilities, Transportation, Child Nutrition, Technology and Connectivity, Support for Instruction and Technology, School Schedules, Attendance, Social-Emotional Well-Being, Teaching and Learning, Special Education, ELL & 504 Students, Athletics and Extracurricular Activities, Communication/Family Engagement, Continued Barriers, Family Option for Remote Instruction

K-6 (3/12/21), Family Option for Remote Instruction 7-12 (3/12/21), Challenges, Potential Changes, Continued Planning, and Implementing Full In-Person Instruction.

A motion was made by Mr. Amidon, seconded by Mr. Davis to approve to adjustment of the agenda and move the Reports section to after the Board Discussion, carried unanimously (7-0).

PUBLIC COMMENT

Members of the community shared comments regarding the current status of hybrid learning, the desire for full in-person instruction, ideas and concerns regarding the plans to switch to full in-person instruction, as well as concerns regarding the effectiveness of the public comment format via Zoom during Board of Education meetings.

BOARD DISCUSSION

The members of the Board discussed the return to full in-person instruction and the challenges and obstacles that will need to be identified and overcome once the guidelines are revised. The following topics were discussed in relation to the potential change to the New York State Department of Health guidance: the educational success of students, emotional well-being of students and staff, staffing shortages, Facility and Transportation processes that will need to be updated, challenges to be overcome in both buildings to accommodate more students on site, and the availability of summer school programs due to the delay of the capital project.

John Lombardi, Frank Bai-Rossi, Jim Giancursio, Chris Moyer, Alaina Benzer, Michael Reifsteck, Tammy Wood, and Lydia Schadler left at 10:27 p.m.

Tracy Marshall left at 10:28 p.m.

REPORTS

No update was provided regarding the Four County School Boards Association.

Superintendent Sickles reported on the following: Staffing Shortages – Friday March 12, Capital Project Timeline, March 29 Special Meeting, State Testing, School Board Election, and Graduation and End of Year Events.

NEW BUSINESS

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

- A. To approve the 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 the acquisition of replacement student transport vehicles (the “Transportation 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 Transportation Project constitutes a Type II Action 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 on May 18, 2021 in the gymnasium of the Midlakes Middle School located at 1550 State Route 488, Clifton Springs, New York by voting machine or paper ballot between the hours of 12:00 noon and 9:00 P.M.

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 four (4) times in such newspapers within the seven (7) weeks next preceding such Annual District Meeting, the first publication to be a least forty-five (45) days prior to the date of said Annual District Meeting.

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

**NOTICE OF ANNUAL SCHOOL DISTRICT MEETING
OF THE 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 the Annual Meeting of the qualified voters of said School District, County of Ontario, State of New York, will be held in the gymnasium of the Midlakes Middle School by voting machine or paper ballot between the hours of 12:00 noon and 9:00 P.M., prevailing time, for the purpose of voting upon the following propositions:

**PROPOSITION I
(Budget)**

To approve the proposed 2021-2022 school budget, and to authorize the requisite portion therefore to be raised by taxation on the taxable property of the District.

**PROPOSITION II
(Transportation)**

Shall the Board of Education be authorized to purchase three (3) 65-person passenger student transportation vehicles, including related furnishings and equipment incidental thereto, expend therefore a total sum not to exceed \$390,951 which is estimated to be the total maximum cost thereof, and pay for such buses by using \$390,951 from the District's Bus Purchase Reserve?

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

To elect 3 members to the Board of Education for 3 year terms, each commencing July 1, 2021 and ending June 30, 2024. The seats are presently held by Tracy Altman, Todd Freelove and Amber Wilkes.

NOTICE IS FURTHER GIVEN that in-person voting will be conducted in a manner consistent with NYS Department of Health guidelines intended to protect voters and school district personnel and may include the requirements that voters wear masks and maintain proper social distancing.

NOTICE IS FURTHER GIVEN that the Board of Education will hold a public budget hearing on May 10, 2021 at 6:00 P.M., via videoconference for the purpose of discussing expenditure of funds for the 2021-2022 school year and the budgeting thereof. The public has the right to view or listen to the hearing. If the hearing is also in person it will be held at Midlakes Elementary School Cafeteria. Updated information about location in light of the COVID-19 pandemic will be published on the School District's website when available and questions may also be directed to the District Clerk at 315-548-6420 or kplante@midlakes.org

NOTICE IS FURTHER GIVEN that qualified voters may obtain applications for absentee ballots from the office of the District Clerk. Completed applications for absentee ballots must be received by the District Clerk no later than 5:00 P.M. prevailing time, on May 17, 2021, if the ballot is to be received by the voter in person at the District Clerk's Office, and must be received no later than 5:00 P.M., prevailing time, on May 11, 2021, if the absentee ballot is to be mailed to the voter. A listing of all persons to whom an absentee ballot is issued will be available for inspection by any qualified voter during regular business hours in the District Clerk's Office during each of the five days prior to the election, except Sundays, and shall also be posted at the polling place at the election of members of the Board of Education. Guidance regarding absentee voting due to concerns related to COVID-19 will be published on the School District's website when available and questions may also be directed to the District Clerk at 315-548-6420 or kplante@midlakes.org.

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 kplante@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 P.M. on April 22, 2021. 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.

NOTICE IS FURTHER GIVEN that a copy of the detailed budget statement outlining the amount of money which will be required for the ensuing year for school purposes may be obtained by any District resident at each schoolhouse in the District in which school is maintained during the hours of 8:00 A.M. and 3:00 P.M. on each day other than a Saturday, Sunday, or holiday during the fourteen (14) days immediately preceding the annual meeting.

NOTICE IS FURTHER GIVEN that petitions nominating candidates for the office of member of the board of education must be filed in the District Clerk's Office between 8:00 A.M. and 4:00 P.M., no later than April 19, 2021.

AND FURTHER NOTICE IS HEREBY GIVEN in the event the Clifton Springs Library or the Phelps Community Memorial Library requests voter approval of a budgetary proposition, it will be included on the ballot for the 2021 annual meeting, as practicable, in accordance with Education Law section 259.

DATED: March 15, 2021

BY ORDER OF THE BOARD OF EDUCATION
PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

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

- B. To amend the 2020-2021 Budget and increase appropriated fund balance from 20-21 fund balance in the amount of \$75,000 and increase appropriations to the following budget codes:

A 1620.200.21.CO19 Equipment	\$75,000
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Due to the COVID-19 pandemic the district will need to purchase unanticipated supplies and materials for the health and safety of the staff and students. Examples of such materials may be but not limited to: cleaning products, personal protective equipment, partitions, thermometers, desks, furniture and hand sanitizer.

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

- C. To approve the first reading of policy 5633 regarding Gender Neutral Single-Occupancy Bathrooms.
- D. To waive the second reading and adopt policy 5633 Gender Neutral Single-Occupancy Bathrooms.

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

- E. To approve the Appraisal Agreement with Industrial Appraisal Company in the amount of \$7,160 and any additional tagging fees as outlined in the proposal, effective February 10, 2021.

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

- F. To approve the Intermunicipal Cooperation Agreement with the County of Ontario, effective April 1, 2021.

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

- G. To approve the Election Services Agreement with The County of Ontario, effective May 18, 2021.

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

- H. To approve the Terms and Conditions for Legal Services Provided to School Clients with Ferrara Fiorenza, PC, effective July 1, 2021.

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

- I. To approve the Data Security and Privacy Plan with Ferrara Fiorenza PC, effective July 1, 2021.

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

J. To obsolete and dispose of the following Grounds Equipment and Materials:

Grounds Equipment:

- | | |
|-----------------------|-----------------------------|
| ▪ Topsoil Plugger | No Longer Operational |
| ▪ Roller | No longer Operational |
| ▪ Weed eater (2) | Not worth repairing |
| ▪ Chain Saw (2) | No longer used |
| ▪ Large tractor Brush | No longer used |
| ▪ Floor Jack | No longer functions |
| ▪ Smith Salt Spreader | 25 years old no longer used |
| ▪ Old water tank | No longer used very old |

Miscellaneous Materials:

- | | |
|--|------------------|
| ▪ Old light poles removed during previous project | No longer needed |
| ▪ Old traffic light unknow origin | No longer needed |
| ▪ Building Materials from 2004 Project
(ceramic tile, 6" Block, Surplus Brick, Old Door frames) | No longer needed |
| ▪ Miscellaneous damaged bleacher parts | No longer needed |

PERSONNEL

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

A. RETIREMENT

1. Denise Reynolds, Bus Driver, effective February 28, 2021.

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

B. APPOINTMENTS

1. To appoint Katrina Morlang as Permanent Teacher Aide, retroactive to February 23, 2021.
2. To appoint Charles Bennett III as Temporary Cleaner, at a rate of \$15.00 per hour, retroactive to February 16, 2021.
3. To appoint Deanna Penrith as Bus Driver Trainee, at a rate of \$12.50 per hour, retroactive to February 24, 2021.

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

C. SUBSTITUTE APPOINTMENTS

Teachers Aide

1. Natalie Amidon, retroactive to January 26, 2021.

A motion was made by Ms. Altman, seconded by Ms. Scherbyn to approve the following Personnel items, carried unanimously (6-0), Mr. Freelove abstained.

D. COACHING APPOINTMENTS

1. To appoint the following winter coaches retroactive to February 1, 2021.

Coach	Sport	Year	Step	Level	Stipend
Stephen Howcroft	Football assistant	15th	5	2	\$4,675
Steve Marchitell	Football assistant	6th	3	2	\$4,250
Jacob Taylor	Football assistant	1st	1	2	\$3,825
Kyle Salisbury	Varsity Boys Volleyball	25th	5	2	\$4,675
Robert Sarneckis	JV Boys Volleyball	3rd	1	3	\$2,763
Michael Iati-LaFave	Modified Boys Volleyball	2nd	1	4	\$2,125
Matthew Marchaesi	Girls Varsity Volleyball	3rd	1	2	\$3,825
Brandy Hungerford	JV Girls Volleyball	2nd	1	3	\$2,763
Lisa Pietrocarlo	Modified Volleyball	15th	5	4	\$2,975
Jamie Meyers	Varsity Cheer	5th	2	2	\$4,038
Russ Stark	Football assistant	10th	4	2	\$4,463
Michele Pane	Cheer assistant	1st	1	3	\$2,763
April Hubert	Mod Cheer	2nd	1	4	\$2,125

2. To appoint the following Volunteer Assistant Coaches retroactive to March 1, 2021

Volunteer Assistant Coach	Sport
Jordan O'Connor	Football
Jamie McCarick	Football
John Mintel	Football
Todd Freelove	Football
Lance Rearick	Football
Jacob Kemp	Volleyball
Julia Coryell	Volleyball

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

E. UNPAID LEAVE

1. Elizabeth Smith, Music Teacher, unpaid leave from February 22, 2021 to June 25, 2021.
2. Mareasa Severson, 5th Grade Teacher, unpaid leave from March 8, 2021 to May 14, 2021.
3. Alyssa Palmer, Physics & Science 8 Teacher, unpaid leave from April 26, 2021 to June 25, 2021.
4. Intermittent unpaid leave retroactively as follows:

STAFF MEMBER	TYPE OF UNPAID LEAVE REQUESTED	UNPAID LEAVE DAYS
Cassandra Turner	Full Day	2/1, 2/4, 2/8, 2/9, 2/10, 2/22, 2/23, 2/24

Katrina Morlang	1.5 hours/day	2/4, 2/5, 2/11, 2/12
Jacquie Syck	1.0 hour/day	2/4, 2/5, 2/11, 2/12, 2/25, 2/26

PUBLIC COMMENT

Two district residents thanked the Board and Staff for listening to their concerns and providing feedback.

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 10:41 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. Altman, seconded by Ms. Scherbyn, and carried unanimously (7-0). Executive session ended at 10:52 p.m.

Respectfully submitted,

Krystal Plante, District Clerk