

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
November 9, 2023
LCS Library – 6:00 PM

Call to Order by Deanna Lothrop, Board of Education President, at 6:00 PM
Pledge of Allegiance

MISSION STATEMENT

Preparing Today's Students to be Tomorrow's Citizens.

REGULAR MEETING

MEMBERS PRESENT:

Deanna Lothrop, President
Shauna Dupee
Ray McIntosh
Sherri Wilson, District Clerk

Kathy Gardner, Vice President
Lynn Reichert
Darrell DeMotta

MEMBERS EXCUSED:

Jon LaFontaine

ADMINISTRATORS PRESENT:

Patricia Gibbons, Superintendent
Deborah Wilkinson, Curriculum & Data Coordinator
Ariana Morrison, District Treasurer

OTHERS PRESENT: Stacey Linkroum, Celina Ostrander, Katie Shultz, Anne Blake, Christina Trottier

PRESENTATIONS:

- **MTSS Committee:** Staff members of the **Multi-Tiered Systems of Support** Committee discussed and reviewed the District's 2023-24 MTSS Plan. A powerpoint presentation detailed the levels of academic and social/emotional support available to our students and their families within this plan. The plan emphasizes collaboration between teachers, students and parents/caregivers as keys to the plan's success.

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Kathy Gardner, and seconded by Darrell DeMotta. Motion is approved 6 – 0.

1. Approval of Minutes:

- October 12, 2023 - Regular Meeting
- October 24, 2023 – Capital Project Vote

2. Approval of Buildings and Grounds requests:

- **Mar. 19, 2024:** Student Council Community Blood Drive, K. Aubertine – American Red Cross – LCS Gym – 9:00 AM - 4:00 PM.

3. Conferences and Workshops:

- **Nov. 2, 2023:** In-district training, D. Wilkinson – S. Doney; C. Trottier; K. Shultz; S. Linkroum; C. Ostrander – MTSS Planning - LCS Conference room – 8:30-11:00 AM
- **Nov. 2, 2023:** In-district training, D. Wilkinson – K. Perkins; C. Birchenough; B. Sharlow – Elementary Science Investigations Planning - LCS Conference room – 11:30 AM – 3:00 PM
- **Nov. 10-11, 2023:** Association of Math Teachers of NYS, B. Faulkham – Syracuse, NY
- **Mar. 19-20, 2024:** Classroom & Behavior Management, L. Doolittle – JL BOCES – 8:30 AM – 3:00 PM

4. Approval of Financial Reports:

- School Business Report – (Verbal)
- Treasurer's Report, September 2023
- General Fund Warrant #12
- General Fund Supplemental Warrants #13 & #15
- School Lunch Fund Warrant #9
- Federal Fund Warrant #3
- 2023-24 Tax Collector's Report

REGULAR AGENDA

Other Discussion and Action

1. **Public Comments:** None at this time

2. **Ongoing Agenda Items:**

- None at this time

3. **Board Information:**

- **Nov. 9, 2023:** Veteran’s Day Celebration – LCS Gymnasium – 9:00 – 10:30 AM
- **Nov. 10, 2023:** Veteran’s Day Observance – No School
- **Nov. 15, 2023:** LCS Board of Education Policy Committee Meeting – District Office – 4:00 PM
- **Nov. 16, 2023:** Parent/Teacher Conferences – LCS 1:00-8:00 PM – No School
- **Nov. 22-24, 2023:** Thanksgiving Recess – No School
- **Nov. 13; Dec. 7, 2023:** LCS Board of Education Negotiations Committee Meeting – LCS Conference room – 4:30 PM
- **Nov. 30, 2023:** Invitation, JLSBA Presentation, JL BOCES Conference Room A & B – Topic: *Current Issues Facing Boards of Education* - Speaker Patrick Longo, NYSSBA Representative – 6:00 PM. **Deadline to register, Nov. 20, 2023. If interested, please notify Mrs. Wilson prior to the deadline.**

4. **Board Information, LCS Events (no action required):**

- **Oct. 13, 2023:** Student Council Fund Raiser, S. Doney – Pink Face Painting, Breast Cancer Research – LCS Cafeteria – 11:20 AM – 12:40 PM
- **Oct. 13, 2023:** Var. Girls’ Soccer Senior Night, C. Marshall – LCS Cafeteria – 6:00-7:00 PM
- **Nov. 1-2; 6-7; 9, 2023:** Open Gym JV & Var. Boys’/Girls’ Basketball, K. Sherman/T. Hodge – LCS Gym – 5:00-7:00 PM
- **Nov. 3, 2023:** Field Trip Chorus, M. Gehrke – Bi-County Rehearsal – Lowville Academy, Lowville, NY – 8:00 AM – 5:00 PM
- **Nov. 4, 2023:** Field Trip Chorus & Band, M. Gehrke – Bi-County Rehearsal and Concert – Lowville Academy, Lowville, NY – 8:00 AM – 9:00 PM
- **Nov. 6-17, 2023:** Student Council Event, S. Doney – Food & Coin Drive for Chaumont Food Pantry - LCS
- **Nov. 7, 2023:** SRP Union Meeting, T. McIntosh – LCS Conference room – 5:45-7:00 PM
- **Nov. 8, 2023:** JCC Financial Aid Night, T. LaVancha – Juniors and Seniors – STEM Lab – 6:00 PM-7:00 PM
- **Nov. 9, 2023:** Gr. PK-12 Veteran’s Day Celebration, D. Wilkinson – LCS Gym & Cafeteria – 9:00-10:30 AM
- **Nov. 13, 2023:** Gr. 11-12 College Visit, T. LaVancha – Clarkson University – LCS Main Lobby – 9:00-10:00 AM
- **Nov. 14-27, 2023:** Class of 2024 Fundraiser, K & S Perkins – Wise Guys Gift Cards – LCS
- **Nov. 14 & 20, 2023:** Game Assistant Training, P. Gibbons/T. LaSage – LCS Gym – 3:00-4:00 PM
- **Nov. 17, 2023:** Gr. 10 ASVAB Exams, T. LaVancha – Mrs. Oliver’s room – 8:30 – 11:30 AM
- **Nov. 18, 2023:** P2 Club Event, Rosamund Hunt – Parents’ Shopping Night Out – LCS Gym & Cafeteria - 1:00-7:00 PM
- **Nov. 20, 2023:** Gr. 3 Field Trip, M. Brennen – Walking Trip, Lyme Free Library – 11:30 AM – 1:30 PM
- **Jan. 11, 2024:** Gr. 11-12 Military Visit, T. LaVancha – US Air Force – LCS Main Lobby – 11:15 AM-12:00 PM
- **Jan. 26, 2024:** Gr. 3 Assembly, P. Brennen – Visit from Deputy Froelich and K-9 – LCS Cafeteria – 8:45-9:45 AM

5. **Board Discussion/Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the establishment of a **General Fund Sub Account** in **NYCLASS**, for the purpose of earning interest on said account funds.

Motion for approval by Darrell DeMotta, seconded by Shauna Dupee. Motion is approved 6 – 0.

6. **Board Action:**

BE IT RESOLVED, action is requested upon a motion duly made by Kathy Gardner, and seconded by Lynn Reichert, for the adoption of the following resolution:

BOND RESOLUTION OF THE LYME CENTRAL SCHOOL DISTRICT, JEFFERSON COUNTY, NEW YORK, ADOPTED NOVEMBER 9, 2023, AUTHORIZING A CAPITAL IMPROVEMENT PROJECT AT A COST NOT TO EXCEED \$7,500,000, TO EXPEND \$1,000,000 FROM THE DISTRICT’S CAPITAL RESERVE FUND AND FOR THE BALANCE, THE ISSUANCE AND SALE OF SERIAL BONDS AND NOTES IN AN AMOUNT NOT TO EXCEED \$6,500,000.

RECITAL

WHEREAS, the qualified voters of the Lyme Central School District, Jefferson County, New York (the “District”), at a special meeting duly called and held on October 24, 2023, did vote and adopt a proposition authorizing a capital project consisting of the reconstruction and renovation of, and the construction of improvements and upgrades to the District's main school building and bus garage and the sites thereof, the purchase of original furnishings,

equipment, machinery and apparatus required in connection with the purposes for which such buildings, facilities and sites are used, all to include site, access, parking, demolition, utility, mechanical, plumbing and electrical improvements as well as payment of professional fees and all other necessary costs incidental to such work (collectively, the “Project”) at a total maximum estimated cost of \$7,500,000 and to pay for the Project by (i) spending \$1,000,000 on deposit in the District’s existing Capital Reserve Fund approved by the voters in May of 2017 and (ii) by the levy of a tax which is hereby voted in the amount of \$6,500,000, subject to available State aid or to any other revenues available for such purpose, which tax shall be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education and in anticipation of the collection 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 \$6,500,000, and a tax is hereby voted to pay the principal and interest on said obligations when due; and

WHEREAS, 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, following review of a short Environmental Assessment Form, by resolution adopted on August 10, 2023, the Board of Education classified the Project as a Type II Action under the Regulations, and no further review is required under SEQRA; and

WHEREAS, the District now desires to authorize the Project and financing of the cost thereof; and

NOW, THEREFORE BE IT RESOLVED, ON NOVEMBER 9, 2023, BY THE BOARD OF EDUCATION OF THE DISTRICT, (by favorable vote of NOT LESS than two thirds of all members of said Board of Education) AS FOLLOWS:

Section 1. Subject to the provisions of Section 3 hereof, the District is hereby authorized to accomplish the Project and purchase such furnishings, fixtures, equipment, machinery and apparatus as may be required for the purposes for which the Project is to be used and to expend therefor an amount, including preliminary costs and costs incidental thereto and to financing thereof, not to exceed the estimated maximum cost of \$7,500,000; and the said amount is hereby appropriated therefor. The estimated total cost of said specific object or purpose, including preliminary costs and costs incidental thereto and the financing thereof, is \$7,500,000 and the plan of financing includes spending \$1,000,000 from the District’s Capital Reserve Fund and for the balance, spending any available state and federal aid, and the issuance of serial bonds or notes in the aggregate principal amount not to exceed \$6,500,000, and the levy and collection of taxes on all the taxable real property in the District, to the extent necessary, to pay the principal of said bonds or notes and the interest thereon as the same shall become due and payable, subject to applicable amounts of state assistance available or to any revenues available for such purpose from any other source. It is hereby determined that the requirements of SEQRA have been met.

Section 2. Bonds and bond anticipation notes, including renewals thereof, of the District are hereby authorized to be issued pursuant to the provisions of the Local Finance Law of the State of New York (the “Local Finance Law”), in a principal amount not to exceed \$6,500,000 to finance said appropriation for the Project.

Section 3. The following additional matters are hereby determined and declared:

(a) Under the Local Finance Law, the period of probable usefulness of the Project is thirty (30) years pursuant to Section 11 of the Local Finance Law;

(b) Current funds are not required by the Local Finance Law to be provided prior to the issuance of the bonds and any notes issued in anticipation thereof authorized by this resolution; and

(c) The proposed maturity of the bonds authorized by this resolution will exceed five (5) years.

Section 4. The temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the

Local Finance Law, for the capital purposes described in Section 1 of this resolution. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this resolution shall be from the District’s General Fund. It is intended that the District shall then reimburse expenditures from the General Fund with the proceeds of the bonds and bond anticipation notes authorized by this resolution and that the interest payable on the bonds and any bond anticipation notes issued in anticipation of such bonds shall be excludable from gross income for federal income tax purposes. This resolution is intended to constitute the declaration of the District’s “official intent” within the meaning of Treasury Regulation Section 1.150-2 to reimburse the expenditures authorized by this resolution with the proceeds of the bonds and bond anticipation notes authorized herein. Other than as specified in this resolution, no monies are reasonably expected to be, received, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein

Section 5. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation thereof shall contain the recital of validity as prescribed by Section 52.00 of the Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The bonds may be issued such that annual principal and interest payments will be substantially similar or declining as provided by law. The full faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the District of appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 6. The validity of the bonds authorized by this resolution and of any notes issued in anticipation of the sale of said bonds may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or
- (c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. The power to issue and sell the bonds and any notes issued in anticipation thereof (including any renewal notes), including all powers or duties pertaining or incidental thereto, is hereby delegated to the President of the Board of Education, as Chief Fiscal Officer, except as herein provided. The obligations shall be of such terms, form and contents as may be determined by the Chief Fiscal Officer, pursuant to the Local Finance Law. The Chief Fiscal Officer is authorized to execute and deliver any documents, including a financing agreement with the Dormitory Authority of the State of New York, if applicable, and to take such other action as may be necessary and proper to carry out the intent and provisions hereof.

Section 8. Trespasz & Marquardt, LLP is appointed bond counsel to the District for the Project.

Section 9. This resolution shall take effect immediately. The District Clerk is hereby authorized and directed to publish a summary of the foregoing resolution, together with a Notice in substantially the form prescribed by Section 81.00 of the Local Finance Law in the newspapers having general circulation in the District and designated the official newspapers of District for such publication.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were six (6) votes in favor of the resolution, and zero (0) votes against the resolution as follows:

Board Members	Vote
Deanna Lothrop, President	Yes
Kathy Gardner, Vice President	Yes

Shauna Dupee, Member	Yes
Lynn Reichert, Member	Yes
Jon LaFontaine, Member	Excused
Darrell DeMotta, Member	Yes
Ray McIntosh, Member	Yes

Motion is approved 6 - 0. The resolution is thereafter declared adopted.

7. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the first read of draft revisions made to current Lyme Central School Policy/Procedure per Madison-Oneida BOCES policy coordinator. The following policies/procedures are for review and/or approval of adoption or deletion:

Approval to Adopt:

- Policy #5305 – Website Accessibility (ADA)
- Policy #6172 – Identification Badges (previously adopted, committee recommendation to keep policy)
- Policy #6211 – Employment of Relatives of Board of Education Members (previously adopted, committee recommendation to keep policy)
- Policy #7100 – School Health Examinations
- Policy #7300 – Sports and the Athletic Program (renumbered)
- Policy #8242 – Civility, Citizenship, and Character Development
- Policy #8450 – Homebound Instruction
- Policy #7068 – Limitations on the Use of Physical Restraints * *Policy is required*
- Policy #8500 – Special Education Programs & Services * *Policy is required*
- Policy #6404 – Rights of Nursing Employees to Express Breast Milk * *Policy is required*

Approval to Delete:

- Policy #7420 – Sports and the Athletic Program
- Policy #7510 – School Health Services

NOTE: At the time of policy adoption, the approval for deletion, renumbering, and/or replacement of current policies, as listed on the policy draft(s) will also be implemented.

Motion for approval by Shauna Dupee, seconded by Ray McIntosh. Motion is approved 6 – 0.

8. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the field trip request from the guidance office submitted by Tiffany LaVancha, School Counselor, for grades 11-12 college visit to SUNY Canton on December 8, 2023 from 8:30 AM – 4:00 PM. Chaperone: Tiffany LaVancha

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 6 – 0.

9. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the recommendations of the Committee on Special Education and/or the Committee on Preschool Special Education for the **2023-2024** school year.

Motion for approval by Ray McIntosh, seconded by Lynn Reichert. Motion is approved 6 – 0.

ADMINISTRATIVE REPORTS: (Superintendent; Principal; Curriculum & Data Coordinator reports presented verbally)
 Curriculum & Data Coordinator Report, Mrs. Deborah Wilkinson
 Superintendent Report, Ms. Patricia Gibbons

CORRESPONDENCE AND COMMUNICATIONS

10. Correspondence Log: Following meeting held on October 12, 2023

11. Calendar of Events: November 2023

12. ITEMS FOR NEXT MEETING, December 14, 2023

- Nothing noted

RECOMMENDATIONS AND ACTION

13. Board Action:

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to:

- **Appoint eight (8) 2023-24 Game Assistants**
- **Appoint one (1) Substitute Food Service Helper**
- **Appoint two (2) 2023-24 Event Chaperones**

Motion for approval by Lynn Reichert, seconded by Darrell DeMotta. Motion is approved 6 – 0.

14. Board Action: Personnel Changes as listed

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the following PERSONNEL CHANGES with effective dates as listed under RECOMMENDATIONS AND ACTION, motion is made by Ray McIntosh, and seconded by Kathy Gardner. Motion is approved 6 – 0.

- (A) Retirements: None at this time
- (B) Resignations as listed: None at this time
- (C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Kirsten Widrick	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Sierra Bourquin	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Rosamond Hunt	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Payton McLean	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Jillian Alberry	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Alyssa Coolidge	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Leo Wilson	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Sherri Wilson	2023-24 Game Assistant	\$23 per game	N/A	November 10, 2023
Elsie Sipple	Substitute Food Service Helper	\$14.20 per hour	N/A	November 10, 2023
Mackenzie Gehrke	2023-24 Event Chaperone	- Game Chaperone: \$47, per contest - Dance Chaperone: \$47 - Music Concert Chaperone: \$37 (excluding advisors)	N/A	Retroactive date: October 25, 2023
M. Kathleen Sipple	2023-24 Event Chaperone	- Game Chaperone: \$47, per contest - Dance Chaperone: \$47 - Music Concert Chaperone: \$37 (excluding advisors)	N/A	November 10, 2023

15. EXECUTIVE SESSION:

Motion was made by Lynn Reichert, seconded by Kathy Gardner, to enter into executive session for the discussion of one (1) particular student matter. Motion approved 6 - 0. Time entered, 7:04 PM.

RETURN to REGULAR MEETING:

Motion was made by Lynn Reichert, seconded by Darrell DeMotta, to adjourn the executive session and reconvene to the regular meeting. Motion approved 6 - 0. Time returned, 7:18 PM.

16. Motion for Adjournment:

There being no further business or discussion, a motion is requested adjourn the regular meeting.

Motion for approval by Ray McIntosh, seconded by Darrell DeMotta. Motion approved 6 - 0. Time adjourned: 7:20 PM.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, November 9, 2023
- All minutes are unofficial until approved by the Board of Education