

LYME CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Draft Minutes  
**April 11, 2024**  
**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  
Jon LaFontaine

**MEMBERS EXCUSED:**

Darrell DeMotta

**ADMINISTRATORS PRESENT:**

Patricia Gibbons, Superintendent  
Emily Burker, Principal/Athletic Director  
Deborah Wilkinson, Curriculum & Data Coordinator  
Ariana Morrison, District Treasurer

**OTHERS PRESENT:** Ashley Youngs; Jeremy Youngs; Brightlynn Sharlow; Cassie Smith; Carrie Mitchell; Shawn Albro; Erin Albro; Kirsten Widrick; Katrina Sanford; Samantha Slate; Anne Blake; Ben Albro; Quinn Albro; Amira Youngs; Emmalynn Smith; Reed Bennett.

**PRESENTATIONS:**

- Miss Anne Blake and Gr. 2 students presented a power point slide show about the space projects they have been conducting in their classroom. The students provided posters they made on each of the planets, with details about the planets and solar system. The class also learned about the recent solar eclipse and the events which lead up to an eclipse event.
- Miss Brightlynn Sharlow, Grade 5 teacher, provided a power point slide show of her fifth grade student's participation in the Star Base Academy at Fort Drum. She highlighted some of the activities and the strategies her students used in problem solving. Miss Sharlow also provided an interactive experiment for the Board to participate in, which demonstrated the type of activity which her students would have been challenged with.

**CONSENT AGENDA**

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

**1. Approval of Minutes:**

- March 14, 2024 - Regular Meeting

**2. Approval of Buildings and Grounds requests:**

- **June 19 -Aug. 16, 2024:** CYC Jr. Division, Maureen Aiken – Summer Large Group Recess Activities – LCS Playground/Fields – 11:00 AM – 1:30 PM. Certificate of Liability to be provided prior to the activity start date.

**3. Conferences and Workshops:**

- **May 5, 2024:** Dyslexia Series: Understanding, Recognizing & Supporting, C. Trottier – JL BOCES – 9:00 AM – 2:00 PM

**4. Approval of Financial Reports:**

- School Business Report – (Verbal)
- Treasurer's Report, February 2024
- General Fund Warrant #31
- School Lunch Fund Warrant #20
- Federal Fund Warrant #6
- Capital Fund Warrant #4

**REGULAR AGENDA**

**Other Discussion and Action**

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

2. **Ongoing Agenda Items:** None at this time

**3. Board Information:**

- **April 17, 2024:** Jeff-Lewis BOCES 2024-25 Administrative Budget and Member Vote at 5:00 PM in the LCS District Office.
- **Information: JLSBA Member, Sandra Young-Klindt, nomination/request for re-election letter**
- **May 2, 2024:** LCS Board of Education Building & Grounds Committee Meeting – Conference Room – 5:00 PM
- **May 9, 2024:** LCS Annual Budget Public Hearing, immediately followed by the Regular Board Meeting – 6:00 PM
- **May 14, 2024:** LCS Board of Education Policy Committee Meeting – District Office – 4:00 PM
- **May 16, 2024:** *Invitation* – JLSBA Annual Dinner Meeting – Tug Hill Vineyards – Dinner: 6:00-7:15 PM, Presentation: 7:15 PM. Presenter – Robert Schneider, NYSSBA Executive Director. **Registration due by May 1, 2024. Please let Mrs. Wilson know if you plan to attend.**
- **May 21, 2024:** Lyme Central School 2024-2025 Annual Budget Vote and Member Election – LCS STEM Lab – 7:00 AM -8:00 PM
- **May 27, 2024:** Memorial Day, No School (subject to change, see action item #13)

**4. Board Information, LCS Events:**

- **Mar. 12-22, 2024:** LCS Varsity Club Fundraiser, T. Darrah/T. McIntosh – Solar Eclipse T-shirt Sales – LCS
- **Mar. 17-24, 2024:** Class of 2024 Fundraiser, S. Perkins – Can & Bottle Drive – Blue Heron, Chaumont, NY
- **Mar. 25-28, 2024:** LCS Eclipse Activities, D. Wilkinson – LCS Stage – 8:30 AM – 2:30 PM
- **Mar. 25-29, 2024:**Gr. 5 Field Trips, B. Sharlow/C. Birchenough – Star Base Academy – Fort Drum, NY – 8:25 am – 2:25 PM
- **Mar. 28, 2024:** Student Council Spirit Day, S. Doney – Wear D’Youville College Colors for Evan Froelich’s athletic signing LCS – All day
- **Apr. 1-15, 2024:** Class of 2028 Fundraiser, S. Doney – Freeze Dried Candy Sale - LCS
- **Apr. 2, 2024:** Music Dept. Field Trip, E. Johnson – Gr. 5/6 Band Bi-County Rehearsals – South Jefferson High School – 9:20 AM – 9:00 PM
- **Apr. 6, 2024:** Music Dept. Field Trip, E. Johnson – Gr. 5/6; 9-12 Band and Gr. 7-8 Chorus Bi-County Rehearsal and Concert – 8:15 AM
- **May 25, 2024:** Class of 2025 Fundraiser, K. Aubertine/A. Blake – Car Wash & Bake Sale – TDS Parking Lot, Chaumont, NY – 11:00 AM – 3:00 PM
- **Sept. 6-20, 2024:** Yearbook Fundraiser, A. Hyde – Save Around Coupon Book Sale – LCS
- **Sept. 18, 2024:** LCS School Picture Day, A. Hyde – LCS Stage – 6:00 AM – 3:00 PM
- **Oct. 10-11, 2024:** Senior Portraits, A. Hyde – LCS Stage – 7:00 AM – 4:00 PM
- **Nov. 4, 2024:** LCS School Re-take and Group Picture Day – LCS Stage - 6:00 AM – 3:00 PM

**5. Board Information:**

Candidates for election to the Jefferson-Hamilton-Herkimer-Oneida Board of Cooperative Education Services (BOCES) are as listed:

- Mr. Lynn Murray – Copenhagen Central School District
- Mr. Michael Young – Lowville Academy Central City School District
- Mrs. Sandra Young-Klindt – General Brown Central School District

Three (3) vacancies exist on the Board of Cooperative Education Services and three (3) candidates have been nominated to fill these three vacancies. The term of office for each of the three (3) vacancies is three (3) years, beginning on July 1, 2024, and concluding on, June 30, 2027. The member election and vote on the proposed 2024-2025 BOCES Administrative Budget will take place on April 17, 2024.

\*\*There will be a Special Meeting of the Lyme Central School Board of Education held on April 17, 2024 at 5:00 PM in the District Office at Lyme Central School for the purpose of voting on the proposed 2024-2025 Jefferson-Lewis BOCES Administrative Budget and the election of three (3) members to the Jefferson-Lewis BOCES Board of Education

**6. Board Information:**

August 31, 2024: As of this date, the following personnel will be due for consideration of tenure appointment at Lyme Central School District, in their specified certification area:

- Stephanie Doney – Resource Room Teacher, Gr. 7-12
- Celina Ostrander – Speech Language Pathologist

**7. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the **Lyme Central School District 2024-2025 Proposed Budget Spending Plan**, as previously presented and reviewed by the District Treasurer.

Motion for approval by Ray McIntosh, seconded by Jon LaFontaine. Motion is approved 6 – 0.

**8. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the **Lyme Central School District 2024-2025 Property Tax Report Card**, as previously presented and reviewed by the District Treasurer.

Motion for approval by Kathy Gardner, seconded by Lynn Reichert. Motion is approved 6 – 0.

**9. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the field trip request from school counselor, Tiffany LaVancha, for grades 10-11 to visit **SUNY Oswego** on May 3, 2024, 8:30 AM – 2:00 PM. Transportation will be shared with Sackets Harbor CSD. Chaperones: Tiffany LaVancha, Stasse Perkins.

Motion for approval by Ray McIntosh, seconded by Jon LaFontaine. Motion is approved 6 – 0.

**10. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve, by roll call vote, upon receipt and review of requested proposals received on March 8, 2024, and the recommendation of the District Treasurer, the termination of banking services between Lyme Central School and the Gouverneur Savings & Loan Municipal Banking Institution. In addition, action is also requested to establish the required banking services with Watertown Savings Municipal Bank as the official banking institution for the district. With initial implementation to begin on May 1, 2024 and with full banking services effective as of July 1, 2024.

Board Members	Vote
Deanna Lothrop, President	Yes
Kathy Gardner, Vice President	Yes
Shauna Dupee, Member	Yes
Jon LaFontaine, Member	Yes
Lynn Reichert, Member	Yes
Darrell DeMotta, Member	Absent
Ray McIntosh, Member	Yes

Motion for approval by Ray McIntosh, seconded by Jon LaFontaine. Motion is approved 6 – 0.

**11. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to appoint the following persons as election inspectors for the Lyme Central School District proposed 2024-2025 Budget Vote and member election to the Lyme Central School Board of Education, to be held on May 21, 2024.

- Justine Dowe – Chief Election Inspector
- Ariana Morrison – Assistant Clerk and Election Inspector
- Jennifer Bray – Assistant Clerk and Election Inspector
- Sherri Wilson – Assistant Clerk and Election Inspector

Motion for approval by Lynn Reichert, seconded by Jon LaFontaine. Motion is approved 6 – 0.

**12. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve, as per the LCSTA contract, *“If by April 1, three (3) or more unused snow/emergency days remain, bargaining unit members will not be required to report for work on one (1) day to be determined by the Superintendent after discussion with the Association President.”* Therefore, upon the recommendation of the Superintendent, **May 24, 2024 and May 28, 2024** will be added to the Memorial Day weekend. The District will be closed on both days.

Motion for approval by Ray McIntosh, seconded by Jon LaFontaine. Motion is approved 6 – 0.

**13. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve, as a first read, Lyme Central School Policy/Procedure revisions of current district policies, and/or recommended new policies, per Madison-Oneida BOCES policy coordinator. The following policies/procedures are approved for adoption, retention, or deletion as listed.

Approval of adoption:

- #0015 – Equal Opportunity and Prohibition of Discrimination, Harassment and Bullying (DASA – Dignity for All Students Act) Policy *Updated revisions*
- #6010 – Prohibition of Sexual Harassment and Discrimination in the Workplace *Policy is Required*
- #7601 – Concussion Management *Updated revisions*

Approval of deletion:

- 6005 – Prohibition of Discrimination and Harassment (including sexual harassment) in Employment *Replaced by 6010*

*Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 6 – 0.*

**14. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve and adopt the following BOCES Services Contracts with the Lyme Central School District for the **2024-2025** school year:

- Oswego County BOCES – **Audiology Consultant Services**
- Putnam – Northern Westchester (PNW) BOCES - **Cross Contract for Regional Recruitment/On-Line Application System (OLAS) Services.**
- Questar III Services – **STAC Services & State Aide Planning**
- Jefferson-Lewis BOCES – **2024-25 Final Services Contract**

*Motion for approval by Jon LaFontaine, seconded by Lynn Reichert. Motion is approved 6 – 0.*

**15. 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 **2023-24** and **2024-2025** school years.

*Motion for approval by Jon LaFontaine, seconded by Kathy Gardner. Motion is approved 6 – 0.*

**16. Board Action (additional action item, not listed on meeting agenda):**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve a revision to the Lyme Central School Board of Education Meeting Dates for the 2024-2025 school year, previously approved at the March 14, 2024 Board meeting. Per request of the District Treasurer, it is therefore determined that the April 10, 2024 meeting be changed to **April 17, 2024**.

*Motion for approval by Lynn Reichert, seconded by Kathy Gardner. Motion is approved 6 – 0.*

**ADMINISTRATIVE REPORTS:**

Principal/Athletic Director Report, Mrs. Emily Burker  
Curriculum & Data Coordinator Report, Mrs. Deborah Wilkinson  
Superintendent Report, Ms. Patricia Gibbons

**CORRESPONDENCE AND COMMUNICATIONS**

17. Correspondence Log: Following meeting held on March 14, 2024
18. Calendar of Events: April 2024

**ITEMS FOR NEXT MEETING, April 17, 2024 (Special Meeting JLBOCES Annual Budget Vote); May 9, 2024 (Annual Budget Hearing/Regular Meeting)**

19. Nothing noted at this time

**RECOMMENDATIONS AND ACTION**

**20. Board Action:**

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

- Resignation two (2) Substitute Teachers
- Resignation two (2) Substitute Bus Drivers
- Resignation one (1) Substitute Food Service Worker
- Rescind Appointment of one (1) Substitute Mechanic
- Appoint one (1) FTE Head Automotive Mechanic
- Appoint three (3) 2023-24 Substitute Bus Drivers
- Appoint five (5) 2023-24 Substitute Teachers
- Appoint one (1) 2023-24 Girls' Varsity Softball Assistant Coach
- Appoint one (1) 2023-24 Game Assistant

Motion for approval by Jon LaFontaine, seconded by Ray McIntosh. Motion is approved 6 – 0.

21. **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 Lynn Reichert, and seconded by Shauna Dupee. Motion is approved 6 – 0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Tara Cheesemnan	Substitute Teacher	March 13, 2024
Leah Allison	Substitute Teacher	April 3, 2024
Craig Orvis	Substitute Bus Driver; Substitute Food Service Worker	April 1, 2024
Dina Jareo	Substitute Bus Driver	March 15, 2024

(C) Rescind Appointment:

Name	Position	Effective Date
Jacob Phelps	Substitute Mechanic	March 15, 2024

(D) Appointments including Coaches:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Frederick Jackson	1 FTE Head Automotive Mechanic – provisional	\$57,000, pro-rated for 2023-24: \$15,346.15	12 mo Probationary period: Mar. 25, 2024-Mar. 24, 2025	Retroactive start date: March 25, 2024
Chad Doney	2023-24 Substitute Bus Driver – pending completion of training & licensing	\$26.00 first 1 ½ hours, \$15.00 per hour thereafter	N/A	April 12, 2024
Jose Sosa	2023-24 Substitute Bus Driver – pending completion of training & licensing	\$26.00 first 1 ½ hours, \$15.00 per hour thereafter	N/A	April 12, 2024
Tabitha Viera	2023-24 Substitute Bus Driver – pending completion of training & licensing	\$26.00 first 1 ½ hours, \$15.00 per hour thereafter	N/A	April 12, 2024
Annette Gokey	2023-24 Substitute Teacher	4-yr. degree, non-certified \$125 per day	N/A	April 12, 2024
Aubrey Cook	2023-24 Substitute Teacher	4-yr. degree, non-certified \$125 per day	N/A	April 12, 2024
Zoey Riches	2023-24 Substitute Teacher	4-yr. degree, non-certified \$125 per day	N/A	April 12, 2024
Aspen Dryke	2023-24 Substitute Teacher – pending fingerprint clearance	Less than a 4-yr. degree \$115 per day	N/A	April 12, 2024
Kaitlyn Weston	2023-24 Substitute Teacher – pending fingerprint clearance	Less than a 4-yr. degree \$115 per day	N/A	April 12, 2024
Jennifer Scott	2023-24 Game Assistant	\$23 per game	N/A	Retroactive start date: April 2, 2024

(E) UNPAID Coaching Appointments as listed:

Name	Spring 2023-2024 Sports	Coaching Certification	Effective Date
Timothy Hodge	2023-24 Girls' Varsity Softball Assistant Coach	Teacher	April 12, 2024

**Coaches possess the following [as mandated by NYSED]:**

- Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance \*
- Temporary Coaching License 2<sup>nd</sup>-4<sup>th</sup> Renewal: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

**22. Board Action:**

Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the Lyme Central School District, two sets of the following prospective employees' fingerprints for employment have been submitted to SED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Frederick Jackson – Head Automotive Mechanic (pending NYS DOT Fingerprints)**
- **Chad Doney – Substitute Bus Driver (pending NYS DOT Fingerprints)**
- **Annette Gokey – Substitute Teacher**
- **Aubrey Cook – Substitute Teacher**
- **Zoey Riches – Substitute Teacher**

Motion for approval by Ray McIntosh, seconded by Jon LaFontaine. Motion is approved 6 – 0.

**23. EXECUTIVE SESSION: There was no Executive Session held**

**24. Motion for Adjournment:**

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

Motion for approval by Kathy Gardner, seconded by Jon LaFontaine. Motion is approved 6 – 0.  
Time adjourned: 7:01 PM.

Respectfully submitted:

\_\_\_\_\_  
Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, April 11, 2024
- All minutes are unofficial until approved by the Board of Education