

**LYME CENTRAL SCHOOL  
RE-ORGANIZATIONAL MEETING  
BOARD OF EDUCATION  
July 10, 2014**

**Opening:** Clerk Missy Holmes called the meeting to order at 6:01 PM. The Oath of Faithful Performance was administered to Superintendent Karen Donahue.

**Members Present:** Terry Countryman, Kathy Dyer, Gary Nicholson, Deanna Lothrop, Brian Peters, Lynn Reichert, and Scott Rickett.

**Present:** Karen Donahue, Missy Holmes, Barry Davis, Pat Gibbons, Sandy Rooney, Dina Jareo, Mike Harris, and Katie Clark.

**Election of Officers:** Clerk Missy Holmes accepted nominations for President

**President:** Gary Nicholson was nominated without opposition, motion by Deanna Lothrop, seconded by Brian Peters. The vote was (7-0) in favor.  
The clerk administered the Oath of Faithful Performance to the President.

President Gary Nicholson accepted nominations for Vice President.

**Vice President:** Deanna Lothrop was nominated without opposition as Vice President, motion by Lynn Reichert, seconded by Brian Peters. The vote was (7-0) in favor.  
The clerk administered the Oath of Faithful Performance to the Vice President.

The clerk administered the Oath of Faithful Performance to the remaining Board of Education members.

**Appointment of Officers:**

Motion by Terry Countryman, seconded by Deanna Lothrop with all in favor (7-0)

- A. Clerk of the Board** – Melissa Holmes – paid at her hourly rate for the 2014-2015 school year
- B. District Treasurer** - Anne Knight – Stipend \$6,711
- District Tax Collector** - Vicky Barbour - Stipend \$2,319

**Other Appointments:**

Motion by Kathy Dyer, seconded by Scott Rickett with all in favor (7-0)

- A. School Physician** - Dr. Alfred Gianfagna – Stipend \$8,500
- B. School Attorney** - Marc Reitz of Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. & BOCES Legal Services
- C. Attendance Officer** – Christine Lachenauer
- D. Independent Auditor** – Bowers & Company, CPAs, PLLC.

- E. Internal Auditor-** Stackel & Navarra, C.P.A., P.C
- F. Internal Claims Auditor-** Steven Lambert - \$25.00/hour
- G. Records Access Officer** – Melissa Holmes
- H. Records Management Officer** – Melissa Holmes
- I. Purchasing Agent** – Karen Donahue
- J. Asbestos (LEA) Designee** - Robert Taylor
- K. Chemical Hygiene Officer** – Deborah Wilkinson
- L. Dignity Act Coordinator** – Patricia Gibbons

**Designations:**

Motion by Lynn Reichert, seconded by Deanna Lothrop with all in favor (7-0)

- A. Official Bank Depositories:** Key Bank of Central New York, Dexter, NY and Citizens Bank of Cape Vincent, Chaumont
- B. Official Newspaper:** Watertown Daily Times
- C. Regular Meetings:** 2<sup>nd</sup> Thursday @ 6:00 PM
- D. Tax Computation Agent:** Jefferson County
- E. Lyme Youth Committee Representative:** Brian Peters
- F. Jefferson-Lewis School Boards Representative:** Deanna Lothrop  
**Jefferson-Lewis School Boards Alternate Representative:** Lynn Reichert  
**Jefferson-Lewis School Boards Legislative Representative:** Deanna Lothrop
- G. Rural Schools Representative:** Karen Donahue
- H. N.Y.S. School Boards Association Voting Delegate:** Deanna Lothrop  
**N.Y.S. School Boards Association Voting Delegate Alternate:** Kathy Dyer
- I. Committee on Special Education:**
  - C.S.E. Chairperson** – Patricia Gibbons
  - Psychologist:** Ashley Buckley
  - School Physician** - Dr. Alfred Gianfagna
  - Nurse:** Christine Lachenauer
  - Parent Representatives:** Sharilyn Hilts, Darcie Hayward, Jennifer McDonald, Tina Schwind, Sarah Kasco, Serena Recore, Jennifer Wardell

**Sub-Committee on Special Education:**

**Chairperson** – Patricia Gibbons

**Child's Teacher** – Joy Seymour, Janice Shepard, Karen Jessman

**J. Committee on Pre-School Education (C.P.S.E.):**

**Chairperson** – Patricia Gibbons

**Parent Representatives:** Sharilyn Hilts, Darcie Hayward, Jennifer McDonald, Tina Schwind,  
Sarah Kasco, Serena Recore, Jennifer Wardell

**K. Civil Rights Representative:** Barry Davis

**L. Homeless Liaison:** Margaret Stevens

**M. Sexual Harassment Officer:** Patricia Gibbons

**N. Title IX Officer:** Patricia Gibbons

**Authorizations:**

Motion by Brian Peters, seconded by Scott Rickett with all in favor (7-0)

**A. Payroll Certification Officer:** Karen Donahue

**B.** Approval of Board members to attend meetings and conferences

**C.** To establish a petty cash fund of \$200 with Vicky Barbour in charge

**D.** Budget transfers up to \$5,000 with the approval of the Superintendent

**E.** Transfer of funds to reserve funds with the approval of the Board of Education

**F.** Acting Superintendent when Superintendent is absent: Patricia Gibbons

**G.** Acting Principal when Principal is absent: Patricia Gibbons

**Other:**

Motion by Deanna Lothrop, seconded by Kathy Dyer with all in favor (7-0)

**A.** Re-adoption of all policies in effect in the previous year

**B.** Code of Conduct

**C.** Mileage Rate adopted at the current IRS rate

**D.** 2015 Graduation Date: Friday, June 26, 2015 @ 7:00 PM

**E.** 2015 Budget vote date: May 19, 2015 from 7:00 AM- 8:00 PM  
2015 Budget vote hearing date: May 7, 2015 @ 6:00 PM

**F. Substitute Teacher Rates:**

\$85 - Certified

\$80 - w/ 4 year degree

\$70 - w/ less than a 4 year degree

\$65-No degree

Substitute Bus Driver Rates: \$25.75 first 1.5 hours; \$11.00 per hour after

Substitute School Nurse Rates:

R.N. \$85

L.P.N. \$70

Substitute Cleaner Rate: \$8.50/hour

Substitute Cafeteria Rate: \$8.50/hour

Substitute Teacher Aide Rate: \$8.50/hour

Substitute Bus Monitor Rate - \$8.50/hour

**F. Non-resident student tuition rate – Tuition \$1,500 Pre-K-6; \$2,000 – grades 7-12 (for existing students leaving during school year)**

**G. Board Committees**

Buildings & Grounds: Deanna Lothrop, Brian Peters, Scott Rickett

Finance: Gary Nicholson, Terry Countryman, Kathy Dyer

Policy: Kathy Dyer, Deanna Lothrop, Lynn Reichert

Negotiations: Kathy Dyer, Deanna Lothrop, Lynn Reichert

**BOARD INFORMATION**

SCHOOL HEALTH SERVICES

The school health services reports for June 2014 & Annual were included for review.

STAFF DEVELOPMENT TRAINING

The staff development training & conferences for July 2014 was included for review.

**BOARD PRESENTATION**

BERNIER, CARR & ASSOCIATES

Mike Harris from Bernier, Carr & Associates gave an update regarding the construction project currently under review at NYSED. He also provided a projected time line.

**REPORTS**

TRANSPORTATION

Dina Jareo reported. The Suburban is up for DOT inspection. It needs new tires and brakes and repairs to the driver's side door. The Board decided to go ahead and make the repairs.

Tishina Skipper is cleaning the buses for the district this summer.

The DOT inspector is coming on July 22 to inspect the Suburban (#54), bus #56, and Thousand Islands bus #143.

PRINCIPAL

Principal Davis reported. He is finishing up teacher evaluations; waiting for NYS test scores and SLO scores to complete the report.

Twenty-four seniors graduated on June 27, 2014.

Principal Davis, Director Gibbons, Mrs. Buckley, and Mrs. Stevens spent the day on Wednesday interviewing

candidates for the school guidance counselor position and have recommended two strong candidates to Mrs. Donahue.

**DIRECTOR OF PUPIL SERVICES**

Director Gibbons reported. She presented to the Board several reports – June 2014 Regents results, a Regents comparison report between the years 2013 and 2014, and a graduating senior class post-secondary plans report. She has met with the custodial/maintenance team to discuss summer plans.

**SUPERINTENDENT**

Superintendent Donahue reported. She has received a resignation letter from the guidance counselor. An email was received from Scott Aubertine to plan for a tri-board meeting in August. This meeting will be chaired by the village and held in the school library. The substitute calling program will cost approximately \$2,700. The program will include teachers, assistants, and the nurse. She has received insurance quotes for our blanket policy from Liberty Mutual and Utica Mutual. She recommends Utica Mutual because it has a replacement cost for buses. The company also recommends we carry cyber insurance.

**ACTION ITEMS  
MINUTES**

A motion was made by Kathy Dyer, seconded by Scott Rickett, to approve the minutes from the May 20, 2014 annual meeting.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

A motion was made by Terry Countryman, seconded by Lynn Reichert, to approve the minutes from the June 12, 2014 meeting.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

A motion was made by Kathy Dyer, seconded by Scott Rickett, to approve the minutes from the June 17, 2014 meeting.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**FINANCIAL REPORTS  
July 10, 2014**

A motion was made by Deanna Lothrop, seconded by Kathy

Dyer, to approve the financial reports:

General Fund Warrant #27	\$82,109.56
General Fund Warrant #1	\$51,173.60
General Fund Supplemental #25	\$149,017.16
School Lunch Warrant #16	\$4,175.22
Federal Fund Warrant #22	\$102,473.85
Treasurer's Report May 31, 2014	

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

## POLICY ADOPTION

A motion was made by Deanna Lothrop, seconded by Lynn Reichert, to approve the 2<sup>nd</sup> reading and adoption of policy #5674 – Use of school district trademarks and service marks.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

## SCHOLARSHIP DONATIONS

A motion was made by Brian Peters, seconded by Deanna Lothrop, to approve the scholarship donations:  
David & Carol Siver – Siver Family Scholarship (\$100)  
Joy Seymour – Gavin Tedford Scholarship (\$50)  
Scott & Tammy Ditch – Gavin Tedford Scholarship (30)

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

## FACILITY REQUEST

A motion was made by Deanna Lothrop, seconded by Lynn Reichert, to approve the use of the showers for mission workers July 14-July 18, 2014.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

## JLSBA DUES

A motion was made by Kathy Dyer, seconded by Scott Rickett, to approve the Jefferson-Lewis School Boards Association 2014-2015 dues.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**THOUSAND ISLANDS FOOTBALL**

A motion was made by Deanna Lothrop, seconded by Scott Rickett, to approve Lyme CSD students' participation in Thousand Islands CSD football team for school year 2014-2015.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**DONATION**

A motion was made by Deanna Lothrop, seconded by Lynn Reichert, to accept the donation of a percussion/bell kit, estimated worth \$225, from Gerald Elmer.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**FACILITY REQUEST**

A motion was made by Deanna Lothrop, seconded by Brian Peters, to approve the request for use of soccer fields for the Mylee Blaha Soccer Tournament on Saturday, August 16, 2014, 9:00-6:00 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**SCHOOL LUNCH FUND**

A motion was made by Kathy Dyer, seconded by Deanna Lothrop, to approve the school lunch fund budget modification to record additional fund balance appropriation to cover existing 2013-14 expenses, expires June 30, 2014.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**EXECUTIVE SESSION**

A motion was made by Scott Rickett, seconded by Kathy Dyer, to appoint Lynn Reichert as Pro Tem Clerk for the executive session.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

A motion was made by Brian Peters, seconded by Deanna Lothrop, to enter into executive session to discuss CSE and particular persons and personnel at 7:15 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes

Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

A motion was made by Deanna Lothrop, seconded by Brian Peters, to adjourn executive session at 8:20 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**ACTION ITEMS**

**CSE RECOMMENDATIONS**

A motion was made by Kathy Dyer, seconded by Deanna Lothrop, to approve the CSE recommendations.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

PERSONNEL

**APPOINTMENTS**

A motion was made by Brian Peters, seconded by Deanna Lothrop, to appoint Justin Henderson as a 1 FTE Groundskeeper/Cleaner, \$11.50/hour, effective May 5, 2014.

Gary Nicholson	Yes	Terry Countryman	No
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**EXTRACURRICULAR POSITIONS**

A motion was made by Brian Peters, seconded by Lynn Reichert, to create the following extracurricular positions:

Select Chorus – 4-6 performances – stipend \$1,000  
Dance – 3-6 performances – stipend \$1,600  
Cheerleading – stipend \$3,146

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**APPOINTMENTS**

A motion was made by Deanna Lothrop, seconded by Kathy Dyer, to approve the extracurricular appointments:

Select Chorus – Helen Timerman  
Dance – Meghan Davison  
Cheerleading – Elizabeth Wagenaar / Lauren Wagenaar / Morgan Bocciohatt  
Grade 7 Class Advisor – Brenton Goodhart  
Grade 7 Class Advisor - Beth Faulkham  
Grade 9 Class Advisor – Daniel Lawson



Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

A motion was made by Deanna Lothrop, seconded by Scott Rickett, to appoint Tanner Blank as a Technology Aide, \$8.00/hour for up to 25 hours a week July 11, 2014- August 31, 2014.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

A motion was made by Brian Peters, seconded by Scott Rickett, to approve the resolution to appoint Lisa Blank as teacher on special assignment as a 12 month Coordinator of the Fort Drum RISE Project, at the salary of \$74,675 for the school year 2014-2015.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**RETIREMENT**

A motion was made by Brian Peters, seconded by Scott Rickett, to accept the retirement with appreciation and regrets of Reginald Schweitzer, Bus Driver, effective December 31, 2014. Reimbursement of accumulated leave.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**APPOINTMENT**

A motion was made by Deanna Lothrop, seconded by Brian Peters, to appoint Reginald Schweitzer as Substitute Bus Driver, effective January 1, 2015.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**RESIGNATION**

A motion was made by Scott Rickett, seconded by Brian Peters, to accept the resignation with appreciation and regrets of Jennifer Durr, School Guidance Counselor, effective August 8, 2014.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes

Scott Rickett      Yes

**MOTION CARRIED**

**EXECUTIVE SESSION**

A motion was made by Deanna Lothrop, seconded by Kathy Dyer, to enter into executive session at 8:33 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

A motion was made by Deanna Lothrop, seconded by Kathy Dyer, to adjourn executive session at 8:59 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

**ADJOURNMENT**

A motion was made by Deanna Lothrop, seconded by Kathy Dyer, to adjourn the meeting at 9:00 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

**MOTION CARRIED**

Respectfully submitted,

Missy Holmes  
Board of Education Clerk