

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
April 13, 2017
LCS Library – 6:00 PM

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

MEMBERS PRESENT:

Gary Nicholson, President	Scott Rickett
Deanna Lothrop, Vice President	Kathy Dyer
Ray McIntosh	Sherri Wilson, District Clerk
Lynn Reichert	

MEMBERS EXCUSED: Terry Countryman

ADMINISTRATORS PRESENT:

Cammy Morrison, Superintendent
Patricia Gibbons, Dir. of Pupil Services
Sandra Rooney, Business Official
Deborah Wilkinson, Administrative Intern

OTHERS PRESENT: Michele Bariteau; Eleanor VanNess

PRESENTATIONS:

Patricia Gibbons, Director of Pupil Services, and Deborah Wilkinson, Administrative Intern, gave a presentation on the eDoctrina Program. They reviewed the program highlighting the many ways in which our staff can utilize the program as a means of gathering and assessing instructional data.

CONSENT AGENDA

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

1. Approval of Minutes:

- March 9, 2017 - Regular Meeting

2. Approval of Buildings and Grounds requests:

- May 22, 2017: Student Council Blood Drive, Julianne Oliver – LCS Gymnasium – 10:30 AM – 3:30 PM
- June 26-30, 2017: LYC Soccer Camp (previously BOE approved, 3/9/17), Scott Radley – LCS Gymnasium as back-up site in case of inclement weather – 9:00 AM – 8:00 PM
- August 11-13, 2017: LYC Trevor Strong Benefit Soccer Tournament, Heather O'Brien – August 11-13, 2017 – Fri. 4:00 PM – Sun. 8:00 PM

3. Conferences and Workshops:

- March 21, 2017: Alani Piroli, SSCC Career Day Meeting – Thousand Island CSD – 12:30 -3:00 PM
- March 23, 2017: Stasse Perkins/Dan Lawson - NYS Social Studies Conference – Albany, NY
- March 28, 2017: Barry Davis/Tammy McIntosh/ Sherri Wilson, Certification Updates – Jeff-Lewis BOCES – 9:30 AM – 11:00 AM
- March 29, 2017: Alanna Piroli – Ft. Drum RISE Counselor Meeting – JL BOCES – 12:30 - 3:00 PM
- April 6, 2017: Christina Trottier/Sarah McClusky – FOSS Science Training - Belleville Henderson CSD – 9:00 AM – 2:00 PM
- April 11, 2017: Bridgette Stumpf/Margaret Brennen - FOSS Science Training - Belleville Henderson CSD – 9:00 AM – 2:00 PM
- April 12, 2017: Beth Faulkham/Adrienne Teachout – Be N-Spired Professional Development Day - Jeff-Lewis BOCES – 9:00 AM - 2:00 PM
- April 25, 2017: Margaret Stevens – McKinney-Vento Liaison Training – JL BOCES – 9:00 -12:00 PM
- April 27, 2017: Beverly Perry/Robin Weston – OPALS User Group Training – Glenfield, NY – 8:00 AM-3:00 PM
- May 3, 2017: Alanna Piroli – Counselors' Summer School Meeting – Watertown CSD – 8:30 – 10:30 AM
- May 15, 2017: Katie Perkins – FOSS Science Training – Belleville Henderson CSD – 9:00 AM – 2:00 PM
- May 22-24, 2017: Beth Wagenaar – ELA Statewide with Doug Fisher – Albany, NY
- May 23, 2017: Christina Trottier/Sarah McClusky – FOSS Science Training - Belleville Henderson CSD – 9:00 AM – 2:00 PM

- **Approval of Financial Reports:** February, 2017
- School Business Report – (Verbal)
- Treasurer's Report, February 2017
- General Fund Warrant #21
- Supplemental Fund Warrant #20
- School Lunch Fund Warrant #17
- Federal Fund Warrant #12

REGULAR AGENDA

Other Discussion and Action

1. **Public Comments:** Eleanor VanNess spoke regarding the recent dinner provided by the Varsity Club for the basketball game assistants. Ms. VanNess stated that it was a delicious dinner enjoyed by all.
2. **Ongoing Agenda Items:**
 - Cafeteria Policy, Free Lunch Program information: Mrs. Sandra Rooney reviewed information regarding the criteria for qualification for the Free Lunch Program. The percentage of eligible children in Lyme Central School District is below the required percentage for the program and therefore, would not be an option for the district.
 - Building and Grounds Committee: Superintendent Morrison relayed that the Building and Grounds Committee met on April 5, 2017. The Committee reviewed the current concerns with the baseball and softball fields. Photos were provided to the Committee showing the areas of concern. Measures are underway to improve the current status of the fields. The Committee will meet again in the near future to review the field conditions following efforts to repair and maintain them.
3. **Board Information:**
 - **April 25, 2017:** Jeff-Lewis BOCES Administrative Budget and Member Vote at 5:00 PM in the LCS District Office. Proposed Budget Booklet, BOCES 2017-2018 Services Guide, and Nominee Grace Rice letter are included for review
 - **May 4, 2017:** Annual Budget Hearing, to begin at 5:30 PM, with Regular Board of Education meeting immediately following Budget Hearing.
 - **May 11, 2017:** Superintendent's Conference Day, no students
4. **Board Information:**

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

 - Mrs. Grace H. Rice – South Lewis Central School District
 - Mrs. Alice Draper – Belleville Henderson Central School District
 - Mrs. Barbara Lofink – Carthage Central School District

Three (3) vacancies exist on the Board of Cooperative Educational Services and three (3) candidates have been nominated to fill these three vacancies. Each vacancy is for a three (3) year term of office beginning on July 1, 2017, and concludes on June 30, 2020. The election and vote on the proposed 2017-2018 BOCES Administrative Budget will take place on April 25, 2017.

There will be a **Special Meeting of the Board of Education held on April 25, 2017 at 5:00 PM** in the District Office for the purpose of voting on the proposed 2017-2018 BOCES Budget and the election of three members to the BOCES Board of Education.

5. Board Information, LCS Events:

- March 17-June 16, 2017: Open Gym for Girls' Basketball, Mark Wilson – Times to be determined, depending on gym availability
- March 27, 2017: Senior Trip Parent Information meeting, Deborah Wilkinson – Library – 6:00 – 6:30 PM
- April 3 – May 17, 2017: LCSTA Annual Scholarship Plant Sale, Irene Sullivan – Orders to be delivered and picked up on May 17th at the LCS barn/parking lot
- April 4, 2017: Gr. Field Trip Gr. 10, Career Day, Alanna Piroli – Thousand Island CSD – 8:30 – 11:30 AM – Chaperones: Brent Goodhart, Beverly Perry, Barry Davis
- April 10-26, 2017: Class of 2021 Fundraiser, Stasse Perkins – Flower Bulb Sale – LCS
- April 12, 2017: Greek Mythology Project, Lorraine Caramanna – LCS Stage – 8:10 – 11:21 AM
- April 13, 2017: Career Exploration Author Ellen Wiseman Presentation, Beverly Perry – LCS DL room – 9:10 – 9:50 AM
- April 13-28/2017: Gr. 10 Fundraiser, T. Ditch/B. Stumpf – Coffee and Cookie Sales – LCS
- May 17, 2017: Field Trip, Gr. 5 Old McDonald's Farm, Tammy Ditch – Sackets Harbor – 9:00 AM – 2:00 PM
- May 17, 2017: Jr./Sr Spring Ensemble Concert, Michele Bariteau/ Helen Timerman – LCS Gymnasium - 6:30-8:00 PM
- May 18, 2017: Field Trip, Gr. 8, Alanna Piroli – Career Jam – Watertown Fairgrounds – 9:40 AM – 12:10 PM
- May 22-25, 2017: Lyme PTSO Book Fair – LCS Lobby – 8:30 AM – 2:30 PM
- June 9, 2017: Field Trip Gr. 12, Bariteau/Lachenauer – Senior Fun Day – Wescott's Beach – 8:30 AM – 2:45 PM
- June 16, 2017: Field Trip Gr. UPK, Old McDonald's Farm, Irene Sullivan – Sackets Harbor – 9:30 AM – 2:00 PM

6. **Board Discussion/Action:**

- **September 1, 2017:** As of this date, Alanna Piroli, Guidance Counselor, will be due for consideration of tenure at Lyme Central School District.
- **July 6, 2017:** The annual **Reorganizational Meeting** will be held, at 5:00 PM, in the Lyme Central School Library, immediately followed by the regular monthly meeting of the Board of Education.

7. **Board Discussion/Action:**

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

- #1101 – Media/Municipal Governments/Senior Citizens
- #1102 – Advertising in School
- #1103 – Solicitation of Charitable Donations from Children

Motion for approval by Kathy Dyer, seconded by Scott Rickett, with motion approved 6 - 0.

8. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the field trip request for grades 11, and possibly grade 10 if room allows, to St. John Fisher and Nazareth Colleges as a college exploration visit. Students to be accompanied by Alanna Piroli. Due to the time frame of this request, prior approval was granted by Superintendent Morrison.

Date: April 5, 2017, 5:30 AM – 5:00 PM

Motion for approval by Deanna Lothrop, seconded by Kathy Dyer, with motion approved 6 - 0.

9. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the 2017-2018 **St. Lawrence-Lewis Cooperative Purchasing Gasoline Bid Award**, Plan C fluctuating rate, with supplier Buell Fuels, for Lyme Central School Fuel Depot.

Motion for approval by Scott Rickett, seconded by Lynn Reichert, with motion approved 6 - 0.

10. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the job title change for the current position of, .5 Building Maintenance Mechanic/ .5 Cleaner to, 1 FTE Building Maintenance Mechanic. Effective as of April 14, 2017.

Motion for approval by Kathy Dyer, seconded by Scott Rickett, with motion approved 6 - 0.

11. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the transportation requests of the following students to **Non-public Schools** during the 2017-18 school year:

Immaculate Heart Central Schools

- Landon DaSilva Hunter Patchen
- Kaitlin DaSilva Gage Patchen
- Kimberleigh DaSilva Emily Petros
- Denilson DaSilva Joseph Bearup Jr.
- Anthony Weidert Miranda Bearup
- Bailee Weidert Jaden Guga
- Alena Alarcon Nolan Kleftis
- Joseph Alarco Dylan Winslow

Faith Fellowship Christian School

- David Linstruth
- Sarah Linstruth

Motion for approval by Deanna Lothrop, seconded by Scott Rickett, with motion approved 6 - 0.

12. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the **Lyme Central School District 2017-2018 Proposed Budget Spending Plan**.

Motion for approval by Lynn Reichert, seconded by Deanna Lothrop, with motion approved 6 - 0.

13. **Board Action:**

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

- Hannaford Helps School Program - \$99.00

Motion for approval by Scott Rickett, seconded by Ray McIntosh, with motion approved 6 - 0.

14. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to appoint the following persons as election inspectors for the 2017-2018 Lyme Central School Budget Vote, to be held on May 16, 2017:

- Christine Lachenauer – Chief Election Inspector
- Vicky Barbour – Election Inspector
- Sandra Dudley-Rooney – Election Inspector
- Sherri Wilson – Election Inspector
- Kathy Gardner – Election Inspector
- Michele Wilson - Election Inspector

Motion for approval by Deanna Lothrop, seconded by Lynn Reichert, with motion approved 6 - 0.

15. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the field trip request for grade 11, and possibly grade 10 if room allows, to SUNY Canton College and St. Lawrence University as a college exploration visit. Students to be accompanied by Alanna Piroli.

Date: April 25, 2017, 7:00 AM – 4:30 PM

Motion for approval by Kathy Dyer, seconded by Deanna Lothrop, with motion approved 6 - 0.

16. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the **MADISON-ONEIDA Cooperative Bidding Resolution** as follows:

WHEREAS, it is the plan of a number of PUBLIC SCHOOL DISTRICTS and the MADISON-ONEIDA BOCES (the "BOCES") during the 2017-2018 school year to bid jointly for the purchase of various types of computers and technology commodities (the "Commodities"); and

WHEREAS, the Lyme Central School District ("the School District") is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5-G; and

WHEREAS, this Board of Education has received and reviewed the Cooperative Bid Procedures ("the Procedures") governing its right and responsibilities should it elect to participate in the joint bidding of commodities; and

BE IT FURTHER RESOLVED that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid purchase item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

Motion for approval by Scott Rickett, seconded by Ray McIntosh, with motion approved 6 - 0.

17. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the Equipment Disposal request for two hundred sixty five (265) old library books deemed damaged, outdated, and/or no longer utilized.

Motion for approval by Deanna Lothrop, seconded by Scott Rickett, with motion approved 6 - 0.

18. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the Equipment Use request for the loan of four (4) Lavelier Microphone units to Deb Davis, Sackets Harbor CSD from March 29 – April 9, 2017. Helen Timerman will be responsible for transporting to and from Sackets Harbor. Items are labeled as property of Lyme Central. Due to the time frame of this request, prior approval was granted by Superintendent Morrison.

It is further noted, that all equipment has been returned and was found to be unusable. A request for these items to be disposed of will be presented for approval at the next Board of Education meeting on May, 4, 2017.

Motion for approval by Deanna Lothrop, seconded by Kathy Dyer, with motion approved 6 - 0.

19. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the Equipment Transfer request of twenty two (22) Quizdom student clickers, and two (2) Quizdom teacher clickers, from Lyme CSD to Watertown CSD. These items are no longer compatible with the current software at Lyme Central.

Motion for approval by Kathy Dyer, seconded by Lynn Reichert, with motion approved 6 - 0.

20. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the Equipment Disposal request of five (5) Calculator ViewScreens, and one (1) Mimio, these items deemed no longer operational, item serial numbers are as follows:

- Calculator ViewScreens - #I0103D 1850002529
- Calculator ViewScreens - #S-0403H 2040004218
- Calculator ViewScreens - #I-0705E 1160002050
- Calculator ViewScreens - #202000001792 S-0707A
- Calculator ViewScreens - #I-0501C 16500001119
- Mimio - #B8890A70

Motion for approval by Kathy Dyer, seconded by Deanna Lothrop, with motion approved 6 - 0.

21. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the recommendations of the Committee on Special Education and/or the Committee on Preschool Special Education.

Motion for approval by Scott Rickett, seconded by Lynn Reichert, with motion approved 6 - 0.

ADMINISTRATIVE REPORTS:

- Principal Report
- Director of Pupil Services Report
- Superintendent Report
- Transportation Report

CORRESPONDENCE AND COMMUNICATIONS

- 22. Correspondence Log, March 2017
- 23. Calendar of Events, April 2017

RECOMMENDATIONS AND ACTION

24. **Board Action:**

Personnel Changes as listed:

- **Add one (1) Volunteer Varsity Baseball Assistant Coach**
- **Add one (1) Substitute Cafeteria Laborer**
- **Add one (1) Volunteer Assistant Marching Band Coach**

A motion for approval of the following PERSONNEL CHANGES with effective dates as listed under RECOMMENDATIONS AND ACTION is made by Kathy Dyer, and seconded by Deanna Lothrop Motion is approved 6 - 0.

(A) Retirements:

The Lyme Central School Board of Education wishes to express their appreciation to Mrs. Sandra McGuire for her many years of service and dedication to the students of Lyme Central School.

Name	Position	Effective Date
Sandra McGuire	Food Service Laborer	June 30, 2017

(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
Kenneth Sanford	2016-17 Baseball Assistant Coach	Volunteer	N/A	April 14, 2017
Sandra McGuire	Substitute Cafeteria Laborer	\$9.70 per hour	N/A	July 1, 2017
Shari Hilts	Assistant Marching Band Coach	Volunteer	N/A	April 14, 2017

(D) PAID Coaching Appointments as listed: None at this time

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 2nd-4th Renewal: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance ****

25. **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:

- **Kenneth Sanford – 2016-17 Baseball Assistant Coach**
- **Sandra McGuire – Substitute Cafeteria Laborer**
- **Shari Hilts – Assistant Marching Band Coach**

Motion for approval by Kathy Dyer, seconded by Deanna Lothrop, with motion approved 6 - 0.

ITEMS FOR NEXT MEETING – May 4, 2017

- Quotes on new lighting and sound systems for gymnasium
- Meeting dates/times for:
 - Buildings and Grounds Committee
 - Tri-Board Meeting
 - Superintendent Evaluation

EXECUTIVE SESSION: No Executive Session was held.

Motion for Adjournment: There being no further business or discussion, a motion is requested to adjourn the regular meeting.

Motion was made by Kathy Dyer, seconded by Scott Rickett, to adjourn the regular meeting, with motion approved 6 - 0. Time adjourned, 7:25 PM.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, April 13, 2017.
- All minutes are unofficial until approved by the Board of Education