

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
June 20, 2018
LCS Library – 5:00 PM

Call to Order by Deanna Lothrop, Board of Education Vice-President, at 5:00 PM
Pledge of Allegiance

MEMBERS PRESENT:

Deanna Lothrop, Vice President
Ray McIntosh
Terry Countryman
Sherri Wilson, District Clerk

Scott Rickett
Kathy Dyer

MEMBERS EXCUSED: Lynn Reichert

EXECUTIVE SESSION:

Motion was made by Scott Rickett, seconded by Kathy Dyer, to enter into executive session for discussion of the employment history of one (1) particular individual, and matters leading to the appointment of one (1) particular individual, with motion approved 5 – 0. Time entered, 5:01 PM.

RETURN to REGULAR MEETING:

Motion was made by Kathy Dyer, seconded by Scott Rickett, to reconvene to the regular meeting with motion approved 5 – 0. Time returned, 6:12 PM.

EXECUTIVE SESSION RECOMMENDATIONS AND ACTION

1. **Board Action:**

BE IT RESOLVED that the Lyme Central School District Board of Education takes action to approve the **2017-2018 Superintendent Evaluation** for Superintendent Cammy J. Morrison.

Motion for approval by Terry Countryman, seconded by Scott Rickett, with motion approved 5 – 0.

Superintendent requests a moment of silence in honor of Board of Education President, Mr. Gary Nicholson, recently passed.

REGULAR MEETING

ADMINISTRATORS PRESENT:

Cammy Morrison, Superintendent
Barry Davis, Principal
Patricia Gibbons, Dir. of Pupil Services
Sandra Rooney, Business Official

OTHERS PRESENT: George Schaffer; Dominic D’Imperio; Deborah Wilkinson; Stacey Linkroum; Lacey Robinson; Zenia Petrie; Jordan Adams; Brenne Young; Sofia Ososkalo; Ava Sugrue; Alyssa Coolidge; Carolanne Miner; Rosamund Hunt; Henry Brennen; Tammy Ditch; Matthew Sugrue; Kiah Sugrue; Terry Brennen; Margaret Brennen; Tracy Coolidge; Daniel Ososkalo; Chris Crouse; Craig Orvis; Sally Petrie.

PRESENTATIONS:

- Mrs. Tammy Ditch and Gr. 5 Students: Presented an overview of the classes recent field trip to Beaver Camp and the team building activities that the class took part in.
- Mrs. Stacey Linkroum, School Psychologist: Provided a brief overview of the CSE office operations and her work as the CSE Chairperson. Mrs. Linkroum discussed the process in which students are referred to the CSE office for both counseling and, if needed, testing for developmental delays which may identify the need for the implementation of educational support plans.

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Scott Rickett, and seconded by Ray McIntosh - Motion is approved 4 – 0.

1. **Approval of Minutes:**

- May 2, 2018 - Regular Meeting
- May 15, 2018 – Annual Meeting 2018-2019 Budget Vote and Board Member Election

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

- **July 6-8, 2018:** Victory Bulldogs Basketball Tournament, Jared Wilson/Leo Wilson – LCS Gym – 8:00 AM – 8:00 PM. Organization will pay district \$300 for use of facility. Certificate of insurance liability has been provided.
- **July 10 - August 16, 2018:** Town of Lyme Youth Commission Summer Rec Program, Stephanie Doney – Weekly on Tues., Wed., and Thur. 10:00 AM – 3:00 PM – LCS outdoor court and playground; gym and/or stage; cafeteria; classroom or gym if inclement weather.
- **July 25-August 10, 2018:** CYC Junior Division, Barry Davis – LCS Playground and Soccer Fields – approximately 12:00 PM – 1:30 PM
- **July 30 – August 4, 2018:** United Presbyterian Church Missionaries, Shirley Williams – Use of locker room showers – 4:00-5:00 PM. Certificate of insurance liability has been provided.
- **August 6 -10, 2018:** Lyme Summer Theatre Camp/Production, Barry Davis – LCS Gym, Stage, Cafeteria – 9:00 AM – 3:00 PM, Monday – Thursday; Friday 2:00 – 7:00 PM, with show at 6:00 PM
- **August 7-10, 2018:** COPA Soccer Camp - LCS Varsity Girls' Soccer, Stasse Perkins – LCS Soccer Fields - 9:00 AM – 12:00 PM
- **August 7-12, 2018:** Equipment use request - Lyme Free Library Bake Sale and Silent Auction, Robin Weston/Patti Hughes – 20 white 8' tables – 9:00 AM -3:00 PM

3. **Conferences and Workshops:**

- May 16, 2018: Success with Struggling Readers, Karen Jessman/Nathan Abel – Lyme Central School – 8:30 AM – 3:00 PM
- May 24, 2018: Global Studies Regents Exam, Stasse Perkins/Dan Lawson – JL BOCES – 3:00 – 4:30 PM

- **Approval of Financial Reports:**

- School Business Report – (Verbal)
- Treasurer's Report: April 2018
- General Fund Warrant #22
- GF Supplemental Fund Warrant #21
- School Lunch Fund Warrant #12
- Federal Fund Warrant #13

REGULAR AGENDA

Other Discussion and Action

1. **Public Comments:** Seniors attending the meeting, thanked the Board of Education for their senior trip to Disney World in May.
2. **Ongoing Agenda Items:** None at this time
3. **Board Information:**
 - **June 21, 2018:** Kindergarten Graduation – LCS Gymnasium – 9:00 AM
 - **June 22, 2018:** Class of 2018 Graduation – LCS Gymnasium – 6:00 PM
 - **July 5, 2018:** Board of Education Reorganization Meeting – LCS Library - 5:00 PM
4. **Board Information, LCS Events:**
 - **May 4, 2018:** Family ID Training/School Tools, Tammy McIntosh – Computer Lab – 9:00-10:00 AM
 - **May 8, 2018:** SRP Negotiations Meeting, Margaret Stevens – LCS STEM Lab – 5:30-6:30 PM
 - **May 10, 2018:** SUNY Brockport Admissions visit, Alanna Piroli – DL Room – 1:30-2:00 PM
 - **May 14-18, 2018:** NHS Rolling for Relay Fundraiser, Beth Faulknham/Adrienne Teachout – LCS
 - **May 15, 2018:** Advanced Placement Exam, Alanna Piroli – DL room – 12:00-3:00 PM
 - **May 16, 2018:** TC3 College Final Exam, Alanna Piroli – DL room – 8:30 – 11:30 AM
 - **May 22, 2018:** PIVOT Parent Information Night *Our Youth and Social Media*, Marie Rainbolt – LCS Gym – 6:00 – 7:30 PM
 - **May 22, 2018:** PIVOT Student Presentation, *Social Media Etiquette*, Marie Rainbolt – LCS Gym – 8:30-11:30 AM
 - **May 24, 2018:** Gr. 3 Field Trip, Eric Heath/Terry Perry - Cedar Grove Cemeteries – 8:30-11:30 AM
 - **May 24, 2018:** Gr. 9 Field Trip, Barry Davis/D. Wilkinson/D. Lawson – WHS, Ryan Leaf Presentation – 9:15 AM -12:15 PM
 - **May 28, 2018:** LCS Marching Band Memorial Day Parade, Michele Bariteau – Chaumont – 8:00-10:30 AM
 - **June 4, 2018:** Spring Sports (Senior Night) & Academics Awards, Tammy McIntosh – LCS Gym – 6:30 – 8:00 PM
 - **June 4, 2018:** PTO Scholarship Committee Senior Interviews, Christine Rickett – LCS Conference room – 5:45 – 6:30 PM
 - **June 7, 2018:** Class of 2023 Fundraiser, Karen Jessman/Ann Marie Hyde – Paint Night, Art room – 6:00-8:00 PM
 - **June 7 & June 13, 2018:** Open softball skill building Gr. 7-12, Dan Lawson - LCS fields – 3:30 -5:00 PM
 - **June 8, 2018:** Senior Class Fun Day, D. Wilkinson/A. Teachout – Wescott's Beach – 8:45 AM – 2:00 PM

- **June 12, 2018:** Gr. 4 walking field trip, Katie Perkins – Village of Chaumont/Duck Out – 9:00-11:00 am and 1:30-2:45 PM
- **June 14, 2018:** Gr. 4 Field Trip, Beth Wagenaar – Chaumont Village History walk – 8:30 – 11:30 AM
- **June 15, 2018:** In-House Music Solos, Michele Bariteau – Music room – 9:00 AM – 2:30 PM
- **June 8, 2018:** LCS Marching Band Relay for Life Parade, Michele Bariteau – Watertown – 4:25 – 9:00 PM
- **June 11, 2018:** Gr. 6-8 Moving-Up Day Field Trip, Christine Rickett – Wellesley Nature Center – 9:30 AM – 2:45 PM
- **June 11, 2018:** Gr. 9-12 Year End Awards, Barry Davis – LCS Gym - 9:55 – 10:35 AM
- **June 12, 2018:** Gr. 3 Field Trip, Eric Heath/Terry Perry – 4H Camp Wabasso – 8:30 AM – 2:30 PM
- **June 13, 2018:** Gr. 2 End of Year Celebration, Sarah McClusky/Christina Trottier – Lyme Free Library – 12:30 – 1:45 PM
- **June 13-20, 2018:** Gr. K-5 Swim Lessons, Barry Davis – TI CSD – 8:30 – 11:30 AM
- **June 15, 2018:** Gr. 1 Field Trip Lyme Free Library & Duck Out, Missy Malone/Margaret Brennen – 12:45 – 2:30 PM
- **June 19, 2018:** Gr. K-5 Elementary Field Days, Christine Rickett – LCS – 12:00 – 2:45 PM
- **June 21, 2018:** Gr. 4 Field Trip, Beth Wagenaar – Duck Out – 1:30 – 2:30 PM
- **July 9;16;23;30 & Aug. 13, 2018:** LCS Girls' Basketball Clinic, Mark Wilson – LCS Gym – 10:30-11:30 AM
- **July 14, 2018:** LCS Marching Band French Festival Parade, Michele Bariteau – Cape Vincent – 10:50 AM – 4:40 PM
- **July 29, 2018:** LCS Marching Band Lyme Bicentennial Parade, Michele Bariteau – Chaumont - 11:45 AM – 2:15 PM

5. **Board Discussion/Action:**

BE IT RESOLVED, the Lyme Central School Board of Education takes action to approve the Lyme Central School District **Grief Response Plan** for the 2018 - 2019 school year.

Motion for approval by Scott Rickett, seconded by Ray McIntosh, with motion approved 5 – 0.

6. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to adopt the following policy, upon recommended revisions per Madison-Oneida BOCES, policy coordinator:

- #5660 – School Food Service Program and Meal Charge Policy

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 Terry Countryman, seconded by Kathy Dyer, with motion approved 5 – 0.

7. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve **Bowers & Company, CPAs PLLC**, as our independent auditor to audit the financial statements for the year ending, June 30, 2018.

Motion for approval by Kathy Dyer, seconded by Ray McIntosh, with motion approved 5 – 0.

8. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the transfer of funds as necessary and close books as of June 30, 2018.

Motion for approval by Scott Rickett, seconded by Kathy Dyer, with motion approved 5 – 0.

9. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the resolution for the contribution of funds to the following reserve funds, upon completion of the end of year fiscal bookkeeping:

	Recommended Fund up to:
❖ Workers Compensation Reserve	\$100,000
❖ Retirement Reserve	\$200,000
❖ Unemployment Reserve	\$90,000
❖ Employee Benefit Accrued Liability Reserve	\$90,000
❖ Repair Reserve	\$600,000
❖ Tax Certiorari	\$5,000
❖ Insurance Reserve Fund	\$50,000
❖ Property Loss Fund	\$50,000
❖ Capital Reserve Fund	\$1,500,000

Motion for approval by Terry Countryman, seconded by Kathy Dyer, with motion approved 5 – 0.

10. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the Earth Science Field Trip request to Niagara Falls, NY on May 29, 2018, 5:30 AM – 8:00 PM. Chaperones will be Mrs. Deborah Wilkinson and Mr. Stasse Perkins.

NOTE: Pre-approval was granted by Superintendent Morrison, due to the time frame of the request.

Motion for approval by Ray McIntosh, seconded by Scott, with motion approved 5 – 0.

11. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the Grades 1 & 2 Field Trip request to The Most in Syracuse, NY on June 6, 2018, 8:40 AM – 2:30 PM. Chaperones will be Mrs. Missy Malone, Mrs. Margaret Brennen, Mrs. Sarah McClusky, and Mrs. Christina Trottier.

NOTE: Pre-approval was granted by Superintendent Morrison, due to the time frame of the request.

Motion for approval by Scott Rickett, seconded by Ray McIntosh, with motion approved 5 – 0.

12. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the Grade 5 Field Trip request to Beaver Camp in Lowville, NY on June 12, 2018, 7:00 AM – 2:30 PM. Chaperones will be Mrs. Tammy Ditch and Mrs. Marie Farmer.

NOTE: Pre-approval was granted by Superintendent Morrison, due to the time frame of the request.

Motion for approval by Ray McIntosh, seconded by Scott Rickett, with motion approved 5 – 0.

13. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2018-2023 Lyme Central School Related Personnel Association Contract**, as drafted from the signed Memorandum of Agreement between the LCSRP bargaining unit and the Lyme Central School District, for the period beginning on July 1, 2018, and ending on June 30, 2023.

Motion for approval by Kathy Dyer, seconded by Ray McIntosh, with motion approved 5 – 0.

14. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the field trip requests for the Town of **Lyme Youth Commission Summer Recreation Program**. The LYC is requesting district bus and driver for transportation, 10:00 AM – 3:00 PM, to the following destinations:

- Clayton Park & Pool – July 19, 2018
- Cedar Point State Park – July 26, 2018
- One additional trip, destination TBD – August 2, 2018

Motion for approval by Ray McIntosh, seconded by Scott Rickett, with motion approved 5 – 0.

15. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve Principal Barry Davis as a **Lead Evaluator**, following completion of recertification training held on May 16, 2018, at Jeff-Lewis BOCES.

Motion for approval by Kathy Dyer, seconded by Terry Countryman, with motion approved 5 – 0.

16. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve Director of Pupil Services Patricia Gibbons as a **Superintendent Principal Evaluator** and **Lead Evaluator**, following completion of recertification trainings held on May 1, 2018 and May 16, 2018 respectively, at Jeff-Lewis BOCES.

Motion for approval by Terry Countryman, seconded by Kathy Dyer, with motion approved 5 – 0.

17. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Inter-Municipal Cooperative Agreement for Legal Services**, including the additional service of **Hearing Officer Services**, between Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (BOCES) and the Lyme Central School District for the 2018-2019 school year.

Motion for approval by Kathy Dyer, seconded by Scott Rickett, with motion approved 5 – 0.

18. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve up to five (5) or ten (10) additional summer work days for the 2018-19 school year for the following personnel:

- Christine Rickett – 10 days
- Stacey Linkroum – 5 days

Motion for approval by Kathy Dyer, seconded by Terry Countryman, with motion approved 5 – 0.

19. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve, per Superintendent Cammy Morrison's recommendation, one (1) give back snow day for the 2017-2018 school year on, June 22, 2018. No students will attend on this day.

Motion for approval by Terry Countryman, seconded by Ray McIntosh, with motion approved 5 – 0.

20. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to accept a total of twenty-two (22) individual donations to the **Lyme Central School Scholarship Endowment Fund**, currently totaling \$2,025.

Motion for approval by Kathy Dyer, seconded by Scott Rickett, with motion approved 5 – 0.

21. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to accept the donation to the Lyme Central School Golf program a total of 200 used golf balls; eight (8) used Hogan edge irons, estimated value unknown, from:

- Jim and Kate Barber

Motion for approval by Kathy Dyer, seconded by Ray McIntosh, with motion approved 5 – 0.

22. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to accept the donation to the Lyme Central School Scholarship Fund in memory of Mr. Frank Mussot from:

- Kathy O'Kay - \$50

Motion for approval by Scott Rickett, seconded by Kathy Dyer, with motion approved 5 – 0.

23. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to accept the donation to the Lyme Central School Greenhouse Project in memory of Mr. Reginal Schweitzer from:

- David and Suzanne Seiffert - \$50
- Stephen Evans - \$30

Motion for approval by Kathy Dyer, seconded by Ray McIntosh, with motion approved 5 – 0.

24. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to accept the donation to the Lyme Central School Alfred Gianfagna Memorial Scholarship Fund from:

- Alfred and Jean Gianfagna - \$300

Motion for approval by Terry Countryman, seconded by Scott Rickett, with motion approved 5 – 0.

25. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the Equipment Disposal Request from Lyme Central School Library to discard a total of 1,067 books from the LCS Library inventory deemed outdated, damaged, and/or no longer usable.

Motion for approval by Terry Countryman, seconded by Scott Rickett, with motion approved 5 – 0.

26. **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.

Motion for approval by Kathy Dyer, seconded by Terry Countryman, with motion approved 5 – 0.

ADMINISTRATIVE REPORTS:

- Director of Pupil Services Report – verbal
- Principal Report - verbal
- Superintendent Report – verbal
- School Health Report: April; May 2018

CORRESPONDENCE AND COMMUNICATIONS

- 27. Correspondence Log: Following meeting on April 11, 2018
- 28. Calendar of Events: Not included

RECOMMENDATIONS AND ACTION

29. **Board Action:**

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

- **Add one (1) Substitute School Nurse/Teacher**
- **Add three (3) Substitute Teachers**
- **Add one (1) Elementary Teacher**
- **Add one (1) Secondary Math Teacher**
- **Add one (1) English Language Arts Teacher**
- **Extension of one (1) Teacher Assistant position, additional (1) year appointment**
- **Add one (1) Library Media Specialist**
- **Add one (1) School Nurse**
- **Add one (1) .89 Teacher Assistant**

A motion for approval of the following PERSONNEL CHANGES with effective dates as listed under RECOMMENDATIONS AND ACTION is made by Scott Rickett, and seconded by Terry Countryman Motion is approved 5 - 0.

(A) Retirements: None at this time (If applicable, would be listed in table as below)

(B) Resignations as listed:

Name	Position	Effective Date
Rachel Ryan	Dishwasher	June 22, 2018
Tracey Kraft	Cafeteria Cashier	June 30, 2018

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Christine Lachenauer	Substitute Nurse/Teacher	\$95 per day RN - \$80 per day Non-Cert. Sub.Teacher Rate	N/A	September 1, 2018
Gwendolyn Clark	Substitute Teacher	Non-Cert – 4 yr. degree \$90 per day	N/A	September 1, 2018
Katherine Castle	Substitute Teacher	Non-Cert. – 4 yr. degree \$90 per day	N/A	September 1, 2018
Hannah Smithers	Substitute Teacher	Non-Cert. No degree \$75 per day	N/A	September 1, 2018
Stephanie Doney	1 FTE Elementary Teacher	NYS Certified, Step 3C \$49,690 (MST)	3-Year Tenure Track	September 1, 2018
Amy Wilson	1 FTE Math Teacher	NYS Certified, Step 8C \$53,390 (MST)	3-Year Tenure Track	September 1, 2018

Richard Hendrix	1 FTE ELA Teacher	NYS Certified, Step 9C \$54,090 (MST)	4-Year Tenure Track	September 1, 2018
Lydia Doolittle	1 FTE Library Media Specialist	NYS Certified, Step 11C \$56,590 (MST)	3-Year Tenure Track	September 1, 2018
Phyllis Pangallo - Scott	1 FTE Teacher Assistant	\$18,112.50	N/A	September 1, 2018
Eva Fox	1 FTE School Nurse	\$35,000	1-yr probation, Sept. 1, 2018-Aug. 30, 2019	September 1, 2018
Sarah Purdy	.89 Teacher Assistant	\$16,020	4-Year Tenure Track	September 1, 2018

(D) PAID Coaching Appointments as listed:

Name	Fall 2018 Sports	Coaching Certification
Kristine Cole	Mod. Boys' Soccer	Teacher – Coach*

(E) UNPAID 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 ****

30. **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:

- **Christine Lachenauer – Substitute School Nurse; Teacher**
- **Gwendolyn Clark – Substitute Teacher**
- **Katherine Castle - Substitute Teacher**
- **Hanna Smithers - Substitute Teacher**
- **Stephanie Doney – Elementary Teacher**
- **Amy Wilson – Math Teacher**
- **Richard Hendrix – ELA Teacher**
- **Lydia Doolittle – Library Media Specialist**
- **Phyllis Pangallo – Scott – Teacher Assistant**
- **Eva Fox – School Nurse**
- **Sarah Purdy – Teacher Assistant**
- **Kristine Cole – Mod. Boys’ Soccer Coach**

Motion for approval by Scott Rickett, seconded by Kathy Dyer, with motion approved 5 – 0.

ITEMS FOR NEXT MEETING – July 5, 2018

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 5 – 0. Time adjourned, 7:22 PM.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, June 20, 2018
- All minutes are unofficial until approved by the Board of Education